We truly value the contributions made by our corporate partners. Your endeavours make a real difference to the ecotherapy programme that we offer at our garden. Thank you.

Set out below are our terms for booking a Corporate Activity Day(s) with us. Please also give each participant a copy of the ‘Corporate Activity Day Overview’ and ‘Joining Instructions’ provided.

**Contribution**: £500 per day for a minimum of 10 participants (minimum fee)

(at time of £50 per additional person over 10 participants, up to 20 participants

booking) Larger cohorts may be booked over two separate days

**Cancellation:** In the event that you need to cancel your Corporate Activity Day, we will endeavour to re-book a future date within the same calendar year. However, if your day is cancelled without rebooking, our terms are as follows:

More than 4 weeks: no charge

Less than 4 weeks: £150 cancellation fee

Less than 2 weeks: £300 cancellation fee

Less than 1 week: £600 cancellation fee

**What we provide:** All tools, gloves and materials

Teas and coffees, biscuits, water throughout the day

Instructions and demonstration of safe use of the site and tools

Insurance (certificate available on request)

Member of staff to supervise the day plus volunteer assistants

Shelter in case of wet weather

Challenging and fun team activities

**What you provide:** Activities may involve getting messy or muddy, and the site is exposed to weather conditions. Participants are asked to bring sturdy appropriate footwear and weather appropriate clothing, including waterproof jacket and wellies in wet weather, warm layers of old clothes in winter and sun hat/sunscreen in hot weather.

**Please note**: There are no facilities on site to purchase food, so please bring your own lunch. A microwave and refrigerator are available.

**Participants are asked to take responsibility for their personal safety whilst carrying out activities. Please adhere to our health and safety guidance on the day and inform staff in advance about any health or mobility issues relevant to the day. We operate an alcohol and drug-free site policy.**

**Organisation** ………………………………………………………………………………………………………………………..

**Team Name** ……………………………………………….. **No. of Participants** ………………………………………

**Activity Day Date (9.30am – 4pm) ...**………………………………………………………………………………….…

**Special needs relevant to the Activity Day (e.g. health, mobility, dietary)** ………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………..

**Lead Contact Name** ………………………..……………………………………………………………………………..…….

**Role** ………………………………………………………………………………………………………………………………………

**Email** ………………………………………………………….. **Phone** …………………………………………………..………

**Billing contact name (if different from above), email, phone and postal address**

……………………………………………………………………………………………………………………………………….……..

…………………………………………………………………………………………………………………………………………..….

………………………………………………………………………………………………………………………………………………

**Declaration:** I have read and understood the **Forest Farm Peace Garden Terms** and will provide relevant information to ensure the safety and wellbeing of our participants and communicate the Forest Farm Activity Day guidance to all participants.

**Signed:** …………………………………………………………………………………………….(Name of lead contact)

|  |  |  |
| --- | --- | --- |
| **Day rate (for min 10)** | **Additional people @ £50 pp** | **Total** |
| **£500** |  |  |

(at time of booking)

**Please make minimum payment at time of booking.**

**Payable to:**  **Forest Farm Peace Garden**

**Sort code**: 40-52-40

**Account Number:** 00029083