

# Capel Manor College

## school visits booking form

Please complete your booking details below and we'll be in contact to discuss payment.  
If you have any queries please contact the Schools Visits Coordinator on  
08456 122 122 ext 301 or email schoolvisits@capel.ac.uk.

Name of School:

Contact:

Address:

Telephone No:

Email:

Date of Visit:

Time From:

Time To:

Number of accompanying adults:

Number of pupils:

School Year:

Topics:

Special Requirements:

Name of Head Teacher:

Signature:

Date:

1. To complete your booking please return this form to **School Bookings Capel Manor College Bullsmoor Lane Enfield, EN1 4RQ**
2. Prior to all school visits a 'Risk Assessment' must be booked with our School Visits Coordinator.
3. We regret that the college shop is not suitable for large groups of children. However gift bags/activity packs can be ordered in advance. Please contact us directly if you wish make a purchase.
4. Please note that should you cancel your booking within two weeks of the date of your visit a cancellation fee will apply of £50 unless you're simply changing to an alternative date.