



Event Booking Form

Name of Organisation/Event: _____

Date of event: _____ Contact name for booking: _____

Contact details for booking: _____

Event Details:

Venue & Location: _____

_____ Postcode: _____

Indoor / Outdoor (circle): Indoor / Outdoor / Both

Brief Event Description: _____

Workshop / Activity Information

Type of Booking (tick one):

- Paid session (flat fee)
- Chargeable per participant
- Organiser-funded free activity
- Unsure - please advise

Preferred Theme (if known):

- Storytelling Nature & creativity

Other: _____

Age Range: _____

Estimated Participants: _____

Session Length: 30 min 45 min 60 min Other: _____

How many days: _____

Number of Sessions per day: _____

To learn more about us go to www.tawnyowlwood.co.uk email info@tawnyowlwood.co.uk

Birthday Parties

Age Range: _____

Estimated Participants: _____

Party Bags needed (circle): Yes / No

How many: _____

Please note that no food will be included within the bags.

Session Length: 30 min 45 min 60 min Other: _____

Number of Sessions per day: _____

For All Event

Please choose from the list of activities: 2 activities per day

- Making Seed Balls
- Crafting Measuring Sticks or Wands
- Building a Bug Hotel
- Creating a Seed Caterpillar
- Flower Pressing Prints
- Leaf Pattern Printing
- Story Stone Painting
- Butterfly/Bee Water Stations
- Biodegradable Bird Feeders

Practical Information

Space available (brief description):

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Facilities provided (tick all that apply):

Tables Chairs Shelter Power Handwashing

Other: _____

Accessibility needs or considerations:

Fees & Administration

Agreed Fee / Pricing Structure: _____

Invoice required? Yes No

Purchase Order required? Yes No

DBS required: Yes ___ No ___ (Please tick) Seen: _____

Photos or Videos permitted to be taken: Yes ___ No ___ (Please tick)
(Photos and or videos may be included on Tawny Owl Wood's social media pages)

Please list any special requirements or notes for booking:

Date Paid: _____ Date Confirmed: _____

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Terms & Conditions

- All bookings are subject to availability and confirmation in writing.
 - Fees and session details must be agreed before the event date.
- Cancellations by the organiser within **14 days** of the event will be subject to a 50% cancellation fee.
- If the event is outdoors, suitable shelter or an alternative plan must be provided in case of poor weather.
- Tawny Owl Wood reserves the right to adapt activities to suit the space, group size, age range, and safety considerations.
 - The responsibility for participant supervision is down to the parent/guardian of the child attending. Tawny Owl Wood will not take responsibility for any child left at a workshop or event.
 - All participants of the workshops or event acknowledge that the activities are self-led and may involve getting mucky.

Agreement

I confirm that the information above is correct and I agree to the terms outlined.

Event Organiser

Name: _____

Signature: _____

Date: _____

Tawny Owl Wood

Name: _____

Signature: _____

Date: _____

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