



# School Visit Booking Form

<b>Name of School:</b>					
<b>Address:</b>					
<b>Contact Name:</b>					
<b>Tel No:</b>					
<b>Email:</b>					
<b>Date of Visit:</b>	<b>Arrival time:</b>	<b>Depart Time:</b>			
<b>Purpose of Visit and Requirements:</b>					
<input type="checkbox"/> Second World War / Home Front – <b>Discovery Visit</b>					
<input type="checkbox"/> Second World War / Home Front - <b>Object Handling Workshop</b>					
Details of each educational visit are available on our website <a href="http://www.newhavenfort.org.uk">www.newhavenfort.org.uk</a>					
<b>Special Needs: eg:</b> Hard of hearing/visual impediment/wheelchair user etc					
<b>Transport (please circle):</b>					
Coach	Minibus	Car	Foot	Train	Bus
<b>Number of:</b> Children:	Year Group:	Adults:			
<b>How did you find out about the Fort?</b>					
<b>For Office Use</b>					
<b>Booking taken by:</b>					
<b>Date of booking:</b>					
<b>Entered in</b>	Office diary	Gladstone (insert ref number)			
<b>Information sent: Date:</b>	<b>By:</b>				
<b>Invoice for how many?</b>	<b>Date sent:</b>				
<b>Payment received date:</b>					
<b>Notes</b>					