



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

SLIEVE GULLION FOREST PARK – BOOKING FORM

Please **read NMDDC Privacy Notice** before signing this form.

Date of visit: _____ Group Name: _____

Address: _____

Group Emergency Contact Telephone:

Emergency Contact Name:

Number and names of adults attending to ensure correct ratio and leaders for each group
/Group Leader's Name and Mobile Telephone Number:

Number of children/adults attending:

Class/Age Group:

Time of arrival to Slieve Gullion Forest Park: _____

Please allow time for toilets, etc. before walk begins.

Time of walk (i.e. the time guide(s) will meet group): _____

Meeting point: The guide(s) will meet the group at the bottom of Hawthorn Hill beside play park.

Time of departure: _____

Topics or ideas you would like to be covered if possible:

Fee agreed: £ _____

Health & Safety

Please list any relevant medical, physical or behavioural conditions we need to be aware of, e.g. nut and plant allergies:

Do any of the children or adults require wheelchair access – Yes / No

Named first aider for the group:

Risk Assessment carried out – Yes / No

Walk / Story Booked: (Please tick)

MAGICAL GUIDED WALKS (All Year Round)		
The Fairy Kingdom	Age 4 to 7	
Finn's Magical Forest	Age 6 to 9	
Secrets of the Forest	Age 9 to 11	
Save Our Squirrels	Age 8 to 11	
Land of Legends	Age 7 to 11	
MAGICAL GUIDED WALKS (SEASONAL)		
The Great Easter Hunt	All ages	
Watch out for the Witch!	All ages	
Winter Wonderland	All ages	
STORYTELLING IN THE HOBBIT'S HOUSE		
Finn and the Magic Harp (All year incl. Halloween)	Age 4 to 8	
Cuchulainn and the Gap of the North	Age 7 to 11	
The Little Robin (Christmas only)	Age 4 to 8	

By completing and signing this form, you agree that you have read and understood the Council's Terms and Conditions and Cancellation Policy.

Signed: _____ Print Name: _____

Organisation Name: _____ Date: _____

For further information please contact Slieve Gullion Visitor Information Centre on 0330 137 4873 or slieve.gullion@nmandd.org

Please tick to confirm that you have read and understood the Privacy Notice

Terms & Conditions

Definitions

'The Park' means Slieve Gullion Forest Park;

'The Council' means Newry, Mourne and Down District Council;

'The 'tour' means the purpose, function or activity for which the room is hired as specified on the booking form;

'The Group' means the school or other party visiting the Park for the tour;

'The teacher' means the lead teacher for the event; and

'Enspire staff' means the staff from Enspire Learning who conduct the tours.

Fees

The standard fees

Payment by cheque or credit/debit card.

Cheque to be made payable to Newry, Mourne and Down District Council and sent to Newry Visitor Information Centre, Bagenal's Castle, Castle Street, Newry BT34 2BY, along with this Booking Form.

Invoices can be raised upon request.

Cancellation and Amendments

All cancellations made either by the Council or the Group must be put in writing.

The Council may give notice of cancellation to the Group in the event that the Park is closed due to circumstances not within the control or occasioned by the Council.

Cancellations by the Group must be notified within 7 working days of the tour date to qualify for a refund. No monies will be refunded after this time.

The Council must be informed of any amendments to bookings within 5 days of the tour date.

Insurance and Indemnification

The Group shall have £5,000,000 public liability insurance against any claim for injury to any person or damage to any property occurring during or in consequence of the tour. A copy must be presented to Council staff no later than 7 days prior to the date of the event.

The Group shall indemnify the Council against all actions, claims, costs, demands and the like made against the Council and attributable either directly or indirectly to the tour in accordance with these terms.

The Council shall not be liable to the Group for any loss or damage to any articles, goods or property brought into the Park by the Group or any person, except to the extent that such loss or damage arises out of the negligence of the Council, its employees or agents.

Enspire Learning

The tours are developed by a qualified and experienced teacher. Enspire's guides are nature and local history experts trained to educate, entertain, inform and inspire.

Health and Safety

Groups are asked to provide staff with accurate numbers of attending children and adults on arrival to confirm there is an adequate number of adults to children for supervision and in case of emergency. The ratios are:

Children less than 8 years old - A supervision ratio of 1 adult: 6 children is required.

Children from 8-16 years old - A supervision ratio of 1 adult: 15 children is required
Park staff will inform you of any maintenance or emergency repairs known to be taking place on site on the day of your visit.

Please ensure that you brief all attendees about key risks before your visit. The School or Group is responsible for completing their own Risk Assessments, as this will identify any further measures required that are specific to the needs of the visiting group, such as supervision ratios.

Please ensure that you inform Council staff, via the booking form, of any relevant medical, physical or behavioural conditions that we need to be aware of (including nut and plant allergies). Groups are requested to bring their own first-aider, as there will not always be one available onsite. A first aid box is kept at the Park Attendants' Office and is where the accident forms are located, in which to record any incidents taking place on site.

Be prepared – please ensure that all members of the party are aware that it is important in an outdoor environment to adhere to the following guidelines:

- Wear appropriate clothing and footwear
- Always walk on pathways when available
- Remember that rocks and paths may also be slippery and muddy after rain - caution is required
- Remain in groups with leaders at all times
- Ensure all obey the safety instructions of the leader of the whole group
- Watch out at all times for dangers, e.g. rabbit holes, nettles, fallen tree trunks, branches, steps, steep hills, passing traffic in car park
- Stay away from the waters edges

Pre-Visits

Teachers/Group Leaders are welcome to conduct a free pre-visit to carry out their own risk assessment and plan their self-guided time, at any time during the Park's opening hours.

For further information please contact Slieve Gullion Visitor Information Centre on 0330 137 4873 or slieve.gullion@nmandd.org

Arrival and Parking Instructions

The Park opens at 8 am – please do not arrive before this time as we cannot permit entry for safety and insurance reasons, and there is no waiting area.

We recommend arriving on or after 10am.

Please park in the designated bus parking spaces.

Suggested Timetable

- Group arrives at 10.00am - toilets, break and organising of group
- Guided walk - 10.15 - 12.15pm (meet guide at bottom of Hawthorn Hill to the left of play park)
- Children have lunch and play in the play park - 12.15 - 12.45pm
- Departure - 12.45pm
- If booking a second group, this group will leave for the walk 20/30mins later than first group, allowing time for a break / play park / toilet, etc. before starting their guided walk.

Lunch

A room is available for hire should your group wish to eat indoors. Please contact Clanrye Group on 028 3084 9220 to check hire charges and availability.

Toilets

Please note that all toilets are public toilets, so adults must ensure that children are supervised for safety reasons. Therefore, we strongly recommend groups bring both male and female staff whenever possible. Park and Enspire staff are not permitted to supervise children in the toilets. Please ensure toilets are left in a tidy state for other visitors to use.

Behaviour

The Park is home to wildlife, trees and plants and, whilst groups are warmly welcomed to use and enjoy the Park and the tours, for conservation reasons the following are not permitted:

- Disturbing birds and other wildlife
- Dropping litter
- Picking flowers

Please ensure children are supervised at all times, including in the playground, in the toilets and at lunchtimes. The Park reserves the right to ask any group that is behaving irresponsibly or spoiling the enjoyment of other visitors to leave the site immediately. Please note that the cost for any deliberate damage caused by your group will be charged accordingly.

Privacy Notice

Purpose and legal basis for processing:

Newry, Mourne and Down District Council is collecting your personal information to process your booking for a walking tour at Slieve Gullion Forest Park.

The lawful basis we are relying on to process your personal data is article 6(1)(b) of the GDPR, which allows us to process personal data when its necessary for the purposes of a contract between the Tour Group and Newry, Mourne and Down District Council.

What we need

We need the organisation name, first and last name of the group leader and attending adults, email address, group name, and telephone number(s). We will also take payment information including account details where applicable.

Why we need it

We need the organisation name, group leader's name, address, email address, telephone number(s) and payment information to confirm and process your booking.

We need the names of attending adults to ensure correct adult to child ratios and to identify team leaders.

What we do with it:

We will use your personal details to process and confirm your booking. We do not share any personal data with Enspire Learning. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance with the provisions of data protection laws.

How long we keep it:

We will retain your personal data for one year in line with our retention and disposal schedule, subsequently it will be destroyed.

What are your rights:

- You have the right to request access to the personal data that we hold about you.
- You have the right to ask for your personal data to be rectified, erased, or to restrict the way in which we process it.
- You have the right to object to the processing of your personal data by withdrawing your consent at any time prior to the draw by contacting us at: slieve.gullion@nmandd.org.
- You have the right to complain to the Information Commissioners Officer if you are unhappy with the way in which we have processed your personal data.

If you wish to make a Subject Access Request or if you have queries about access to your information please contact the Data Protection Officer for Newry, Mourne and Down District Council via info@nmandd.org or 0330 137 4000.

Do we use any data processor:

We do not use a data processor.