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# BikeArt

Cycle Hire Sales and Service at  
The High Lodge Forest Centre

VAT: 793 0600 33

## Group Booking Form 2016

Please complete as much detail as possible below, this will help us plan a successful visit. We will be pleased to answer any questions on 01842 810090.

|                   |     |     |       |
|-------------------|-----|-----|-------|
| Your Organisation |     |     |       |
| Your Address      |     |     |       |
| Contact Name      |     |     |       |
| Contact Numbers   | Tel | Fax | Email |

|                       |                |
|-----------------------|----------------|
| Planned date of visit | Option dates   |
| Arrival time          | Departure time |

### Number of bicycles required, by rider age group

| 5 to 7 years   | 8 to 11 years | 12 to 15 years | Adult |
|--|---------------|----------------|-------|
| Guide service required at £35.00 / hour?      Yes, for      hours      /      No |               |                |       |

|  |
|--|
| Any other details, special requirements etc.   |
| Is your visit integrated with Forest Enterprise, Go Ape or other organised activities? |

Our standard group rates are **£11.00** per bicycle per session for groups using 10 to 24 bicycles and **£9.00** per bicycle per **half day** for groups using 25 bicycles or more. Please return this booking form to the address above, with a cheque for minimum **£50.00 non-refundable deposit**, payable to *BikeArt*. Or call and pay by card on 01842810090.

Thank you for your booking, we look forward to seeing you soon!

Please register your group visit with the Forestry Commission on 01842 812087.

# Information and conditions for group visits

# BikeArt

Bike Art operates our High Lodge cycle rental outlet on a Forestry Commission site, managed by Forest Enterprise. To ensure a safe and enjoyable group visit, Bike Art asks that organisers please read and act on the following guidelines which are based on those issued by Forest Enterprise.

## *The group leader's responsibilities:*

The Group Leader will be expected to take an active part in the visit and will be entirely responsible for discipline, safety and overall control of the group. Group leaders should try to arrange a preliminary visit to discuss programmes, the group's needs and assess the site conditions.

The maximum ratio of pupils to supervisors should be as laid down by your LEA. It is the Group Leader's responsibility to ensure that students are wearing appropriate clothing and footwear for the conditions. Weather conditions can change rapidly and forest sites are often muddy – we are happy to advise if in doubt.

The forest is a working environment. The Group Leader will ensure warning signs and instructions from Forestry Commission and Bike Art staff are heeded, areas where work is in progress are avoided and the group is kept together. In the case of an accident, the Group Leader and visiting staff will be on hand to give any information about special requirements. The Group Leader will be responsible for ensuring that at least one supervisor has a basic knowledge of first aid.

Schools, through the local education authority if appropriate, will indemnify Bike Art and The Forestry Commission against all claims arising from any loss or damage, or injury or death to participants and any third parties arising from educational visits and will during the period of a visit maintain an insurance policy with a reputable insurance company in an amount of not less than £5 million in respect of any one claim. The amount of such insurance shall not limit the liability of the school or local education authority to Bike Art or the Forestry Commission.

## *Bike Art and Forest Enterprise staff responsibilities:*

Bike Art staff will issue group members with bicycles and cycle helmets appropriate to conditions, users stature, experience and where possible taste. We will provide information and advice on suitable routes in the forest.

During a visit led by Bike Art staff, the staff member will co-ordinate the activities of the group and will advise the group of any particular known hazards that may apply on the day of the visit.

Most Bike Art and Forest Enterprise staff have basic knowledge of First Aid and have kits at their disposal, although the prime responsibility for rendering First Aid remains with the Group Leader.

Bike Art and Forest Enterprise staff have the discretion to exclude from the visit anyone who is not properly equipped, fails to comply with other conditions listed above or through inappropriate behaviour constitutes a nuisance or danger to other group members or other forest users.

*Have a safe and enjoyable visit!*

