

Outdoor Learning Booking Enquiry Form

If you are a childcare setting located within Camden, and would like to enquire about using a nature site for an educational activity please complete this form in full and send it to natureconservation@camden.gov.uk. We will then contact you to discuss your booking, including any charges that may apply. If this is the first time you are booking a nature site, a site visit will be organised with Camden's Nature Conservation Officer to provide a key and enable you undertake and submit a Risk Assessment prior to the confirmation of your booking.

We will try to accommodate all enquiries that come in so we may ask you to adjust your booking or to share the space with another group. We thank you in advance for your cooperation.

Please tell us which nature site you would like to use

- Adelaide Local Nature Reserve
- Westbere Copse Local Nature Reserve – not available on Fridays
- Baynes Street Canalside Garden
- Belsize Wood Local Nature Reserve
- Russell Nurseries
- Belsize Sensory Garden
- The Jane Evans Nature Reserve (previously Minster Road) – not available on Fridays
- St Andrew's Gardens

Dates and times

Please tell us your requested start and finish times and dates for a single session, or for reoccurring sessions for up to a term's duration:

Start date: _____ End date: _____

Start time: _____ Finish time: _____

Every: Week Month (If Monthly, then on the: First... Second... Third... Fourth...)

Monday Tuesday Wednesday Thursday Friday

If booking for a term: excluding half term including half term

Type of event

What type of event / activity are you planning?

How many children and how many adults do you expect to attend?

Would you like to be able to bring travel toilets inside a pop-up tent or any similar temporary toilets?

Yes No

Your details

Name of Organisation/Child Care Setting

Address

Contact Name

Contact Email

Contact Phone Number

Name of person(s) leading activity on site, if different from above

Mobile number of person(s) on site, if different from above

Supporting documents

Following is a list of documents you must submit along with this form for your application to be processed:

- Public Liability Insurance policy details
- Risk Assessment

Please note that you are responsible for keeping this risk assessment up to date, e.g. if changes occur to a site or activities. You must send your revised Risk Assessment to Camden Council following any changes.

Declaration

Please read Camden's Code of Conduct thoroughly before indicating your agreement. The Code of Conduct can be found at www.camden.gov.uk/wildlife-areas > Outdoor learning. Failure to abide by the Code of Conduct may result in your booking being cancelled.

- I have read and agree to Camden's Code of Conduct for use of nature sites

If this is the first time you are booking a nature site, a site visit will be organised with Camden's Nature Conservation Officer. We will try to hold site meetings at the end or beginning of each term to discuss any boundaries, issues and opportunities.

If you have any concerns or queries during your booking please email natureconservation@camden.org.uk