W.I.L.D VIRTUAL BOOKING FORM

*Wildlife Inspiring Learning and Discovery*

|  |  |
| --- | --- |
| Name of School/organisation/group |  |
| Contact Name |  |
| Contact Number |  |
| Contact E-mail |  |
| Date of Session(s) |  |
| Number of Children  Number of Adults |  |
| Level/Key stage/age range of group(s) |  |
| Session topic(s) |  |
| Session start and end time(s) |  |
| Payment Method\* |  |
| Preferred platform (zoom, teams, skype etc) | *Our preferred platform is for us to host a Zoom session. Please let us know if you must use a different platform:* |
| How will users log on to the session e.g. users all in one room using same account/screen, multiple accounts (give number), users will or won’t be using webcams, microphones etc. will users be at home or a different facility? Who will host the session? | *Please include as much detail as possible, e.g., location of children in relation to screen/camera/microphone if in a group…* |

\*Payment for sessions must be received in advance, either by cheque payable to ‘Welsh Mountain Zoo’ or card payment over the phone 01492 532 938 extension 3.   
**Cost**: **£30 per session** (per hour)**, £15\* \*for additional sessions on the same day.**

Cancellation Policy: up to 2 weeks before the session you can cancel and receive a full refund, if cancelled after this time a refund will not be issued. We are happy to discuss the possibility of rearranging your session. A full refund will be given, or session rearranged, if we need to cancel due to the Education Manager being unavailable.  
We will rearrange any session which is cancelled due to technical issues. We may request that large groups are split into multiple sessions to ensure a good connection.

Signed…………………………………………………. Date…………………………………

Booking forms can be returned via email to [education@welshmountainzoo.org](mailto:education@welshmountainzoo.org)  
Or via post to   
Education Manager, Welsh Mountain Zoo, Old High Way, Colwyn Bay, LL28 5UY  
If you are paying by **cheque**, please post cheques with a booking form so that we know what the payment is for.

**You do not need to print this page**, only page 1.

For any further enquiries, or to discuss your groups needs further, please do not hesitate to contact the Education Manager on the email above.   
We will tailor a session to suit your groups needs, topics can be anything to do with animals, the environment, conservation and zoos including careers, we also offer Animal Science, and craft sessions.