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| **Susan’s Farm**  **Booking Form** | 145 Houghton Road, Houghton, Carlisle, CA3 0LD  Tel: 01228 548336 Email: info@susansfarm.co.uk |
| Group leader contact details (Name, email address, phone number, postal address) |  |
| Group numbers (children and adults) |  |
| Ages/School years of group |  |
| Theme of visit |  |
| Preferred date of trip  Morning (9.30-11.30am)  Afternoon (12.30-2.30pm)  or whole day |  |
| Would you like to book lunch provided by the farm? (see website for costs)  *(We require numbers for food 2 weeks in advance).* |  |
| Allergies/Medical conditions/physical disabilities |  |
| SEN including behaviour disorders |  |
| Cancellation procedure | Please advise asap if you wish to cancel so that the free place can be offered to another group. Please note any cancellations received within 2 weeks of agreed visit date will be charged £100. |
| Do you require a pre-visit to the farm? |  |
| Signature of group leader / representative |  |
| Date of booking |  |
| For Susan’s Farm Administration use only | |
| Has the date/time been confirmed with group leader? |  |
| Have risk assessments been provided to group leader? |  |
| Signature of Susan’s Farm representative |  |
| Date |  |