

Schools & Communities Visit – 2019/20

Home Educator Booking Request Form

**Please read the accompanying** [**guidelines**](https://www.hrp.org.uk/media/2375/homeeducator_bookingformguidelines1920.pdf) **before completing the booking request form.**

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| --- | --- | --- | --- |
| **Name of Lead Adult**  (This is the person who will be invoiced) |  | | |
| **Address** |  | | |
| **Postcode** |  | **Telephone Number** |  |
| **Email** (This is where your booking confirmation will be sent) |  | | |
| Please tick this box to receive the latest news, offers and stories from Public Engagement at Historic Royal Palaces. To find out more about how we collect and use personal data, please see Historic Royal Palaces' [Privacy policy](http://www.hrp.org.uk/privacy-and-cookie-policy/) | | | |
|  | | | |
| **Type of Visit: Self-Led Visit** (This is the only type of visit available to Home Educators at the Banqueting House) | | | |
| **Date of Visit** | **1st Choice** | **2nd Choice** | **3rd Choice** |
| Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |
| **Time of Arrival** (The Banqueting House often closes early for events so we advise visiting in the morning before 1pm) |  | | |
|  | | | |
| **Number of Families** (We offer x1 adults free per family) |  | | |
| **Number of Under 5’s** |  | | |
| **Number of Children** (aged 5-15) |  | **Age of Children** |  |
| **Do you have any Children who require 1:1 support?** | Yes  No | **If yes, how many?** |  |
| **Please provide details of their SEND requirements** (Learning/behaviour/physical – no names required) |  | | |
| **Total number of adults – Including 1:1 support adults** (You must meet our minimum ratio for supervision, please see the booking form guidelines for details) |  | | |

Please email your completed form to [banquetinghouselearning@hrp.org.uk](mailto:banquetinghouselearning@hrp.org.uk)