# **Enquiry Form**

Camden Nature Sites & Childcare Settings

If you are a childcare setting located within Camden, and would like to enquire about using a nature site for an educational activity (Forest School, outdoor learning session etc.), please complete this form and send to [natureconservation@camden.gov.uk](mailto:natureconservation@camden.gov.uk) together with the required documents.

**Nature Site:** please tell us which nature site you would like to use:

* Adelaide Local Nature Reserve
* Waterlow Park Upper Pond Nature Area
* 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
* Montpelier Gardens
* Mill Lane Open Space
* St Andrew’s Gardens
* Other (please specify):

**Dates and times:** *We will try to accommodate all enquiries that come in so we may ask you to adjust your dates/times/activities or to share the space with another group. We thank you in advance for your cooperation. For block reservations please submit a new booking form at the start of each school term.*

Please tell us the start and finish times for your event

Start date: End date:

Start time: End time:

*For repeated bookings, please circle/highlight:*

Every Week Two weeks Month

On Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

**Type of event**

What type of event / activity are you planning? Is it a Forest School?

If you are running Forest School sessions, have your leaders been trained through Camden Council?

**Event details**

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

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

**Your details:**

|  |  |
| --- | --- |
| Please provide the following details:  Name of organisation/childcare setting  Full address  Contact name  Contact email  Phone number  Name of person **leading activity on site**  Mobile number for person on site |  |

**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 form

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 RA to Camden Council following any changes. If you need access to the site to conduct a risk assessment and do not have a key, please contact [natureconservation@camden.gov.uk](mailto:natureconservation@camden.gov.uk)

**Declaration**

Please read Camden’s Code of Conduct thoroughly before indicating your agreement:

* I have read and agree to Camden’s Code of Conduct for schools use of nature sites

**Site visits**

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

Please tell us if there are any preferred days and times of the week for you to meet on site:

