



**Europa Centre**  
 The Walk  
 Hornchurch  
 Essex  
 RM11 3TL  
**Telephone:** 01708 434955  
**Email:** enquiries-adultcollege@havering.gov.uk

**Please complete all sections before returning form**

**Contact name:**  
**School name:**  
**Address:**  
**Post code:**  
**Mobile phone (of visiting teacher/school):**  
**E-mail:**  
 Please provide the name and contact number of your **Safeguarding officer**:

Thank you very much for booking a school visit at the Europa Centre. Please enter your requirements':

Day	Date	Start time	Finish time	Language	Package	No of pupils	Year / Level	Cost
								£
								£
								£
<b>Total cost:</b>								£

In order to confirm this booking the following terms and conditions apply:

1. A non-refundable deposit of £100 PER VISIT will be required. Your school Finance Office will receive an invoice direct from the London Borough of Havering within the next few days and immediate payment will be required. The balance will be required six weeks before the start of the first visit.
2. For bookings made within ten weeks of the first visit date, full payment will be required and your school will be invoiced accordingly. Once the booking form has been received, cancellation of booking(s) will attract a fee of £100 per visit.
3. The Europa Centre will charge in full for visit(s) cancelled less than two working weeks before the visit date.
4. Failure to meet the above requirements may result in your booking being cancelled.
5. It is the responsibility of visiting groups to ensure that they arrive on time for the start of the visit. In the event of late arrival, it will not be possible to extend the length of the visit.

Please complete, date & sign this booking form and return it to the Europa Centre, by e-mail to [enquiries-adultcollege@havering.gov.uk](mailto:enquiries-adultcollege@havering.gov.uk)

**DECLARATION**

I confirm that I agree to the TERMS and CONDITIONS stated above:

SIGNED ..... DATE: .....

