



Kench Hill Charity

Appledore Road, Tenterden, Kent, TN30 7DG

Tel: 01580 762073 Fax: 01580 764666

Email: admin@kenchhill.co.uk Web: www.kenchhill.co.uk

School Booking form

Contact Details
School Name:
Address:
Name and Tel. No. for contact:
Email address:
Invoice Details
Name: (for example Bursar)
Tel. No. or Ext:
Email address:

Visit Plans
Date of visit(s):
Group Leader's name:
Number of adults: Number of pupils (approx): Age:
Transport required YES/NO (We will book for you unless you specifically request NO)
Any special requests/comments:
Costs
Agreed cost per person: Based on minimum group size of:

By signing this form your school enters into a contract with Kench Hill Charity and is subject to our [terms and conditions](#) and [school party agreement](#) (Please read on our website, particularly with regard to cancellation policy).

I have read and accept the Terms and Conditions plus the School Party Agreement

Signed (Headteacher)

And/or School Governor

(Essential if you anticipate a change of leadership before the dates of the planned visit)

Print Name

Date

PLEASE COMPLETE, SIGN AND RETURN WITH YOUR BOOKING FEE FOR £500.00* (£850 for 2 separate bookings, £1200 for 3 bookings) within 14 days of telephone booking or we will release the booking. A numbered receipt/invoice will be sent confirming payment on receipt of deposit. Cheque should be made payable to Kench Hill Charity. BACS payments to Nat West Sort Code: 60 21 20 Account: 5304 7176

The Kench Hill Charity (Reg. 1123878) A limited company (Reg 6558879) working in partnership with





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PRO-FORMA INVOICE

**Inv. No: KHD/PF/15/
Date: as email**

Kench Hill Educational Visit

Description

Booking fee for educational visit (non refundable in the event of cancellation)	500.00
Sub Total	500.00
GROSS TOTAL	500.00

Payment terms 14 days from Invoice – Please make cheques payable to Kench Hill Charity and return with booking form

For payments by BACS please quote the school name

Bank Name: NatWest

Account name: The Kench Hill Charity

Sort Code: 60 21 20

Account number: 53047176

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