**Summer Workshops - BOOKING FORM**

**BOTH SIDES OF THIS FORM MUST BE COMPLETED AND RETURNED TO THE BOX OFFICE PRIOR TO THE WORKSHOP DATE. (ANYONE WHO DOES NOT HAVE A COMPLETED FORM – WILL NOT BE ABLE TO PARTICIPATE). The form can be emailed to boxoffice@medway.gov.uk**

**SECTION A – PARTICIPANT AND WORKSHOP DETAILS**

**Name ……………………………………………………………………………………… Age and D.O.B…………………………………**

**Address ……………………………………………………………………………………………………………………………………………….**

**………………………………………………………………………………………………... Postcode ……………………………………….**

**Tel no (home) ……………………………………………………………… (mobile) ………………………………………………………….**

**Email address ……………………………………………………………………………………………………………………………………….**

**(PLEASE USE BLOCK CAPITALS - *if you supply us with an email address, this is how we will contact you with news on future workshops/events. We cannot accept responsibility if your inbox is full at the time we send our information to you)***

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| --- |
| *MEDICAL DETAILS (If under 18)* |
| Please give details of any allergies or medical conditions suffered by your child (e.g. Asthma) |
| Is your child taking a course of tablets, or any other medication? Please provide details: |
| Does your child have special needs not covered by the above **YES/NO\***   |  | | --- | | **EMERGENCY TELEPHONE NUMBER (SOMEONE WE CAN CONTACT IN THE EVENT OF YOUR NOT BEING AVAILABLE)** | | NUMBER NAME/RELATIONSHIP |   \*If your child has special needs we may need to send a further form requesting more in-depth information.  ***Basic first aid equipment will be available and qualified staff will be present during the Workshop. Please note we are not permitted to administer medication.*** |

**I wish to apply for my child to take part in the**

**Name of workshop:**

**Dates:**

*I accept that the organiser shall not be held responsible for any loss, damage, or injury, which may be incurred to any person(s) who take part in this workshop. The foregoing does not affect your statutory rights. We regret we are unable to refund fees to participants who change their mind about attending workshops. Refunds are only given if a workshop is cancelled.* ***While every effort is made to ensure that all advertised events take place, we are occasionally forced to cancel workshops due to low numbers. We will endeavour to give one week’s notice to parents where possible.***

***Please note, all health and Safety restrictions and measures relating to covid-19 must be followed at all times. Information regarding measures at the time of the workshop will be sent to every Booker prior to the date.***

SIGNATURE(parent/guardian)

PRINT NAME

DATE

Please send your completed booking form to The Brook Theatre, Old Town Hall, Chatham, ME4 4SE or email to boxoffice@medway.gov.uk . Please feel free to photocopy this form.

**NOW TURN OVER AND COMPLETE SECTIONS B & C**

# SECTION B – ARRANGEMENTS FOR TRAVELLING HOME

I agree for my son/daughter to leave the workshop venue at the end of the workshop and travel home unaccompanied (PLEASE TICK THE APPROPRIATE BOX BELOW):

Without parental consultation

Only after parental consultation (please notify us by note, telephone or in person, of special circumstances under which you would like your child to leave unaccompanied, even if this is just to come outside to meet you in the car park, as we are unable to let children leave unaccompanied without prior parental permission)

I do not agree and my child will be collected at the end of the workshop

*Please note: All children aged 10 years and under must be collected at the end of the workshops*

# SECTION C – CONSENT FORM FOR PHOTOGRAPHY

The organisers occasionally take pictures of workshops and showcases. These images could appear in future Medway Council printed publications, and/or on our website. We also invite the media to our workshops. To comply with the Data Protection Act 1998, we need your permission before we take any images of your child/children. *Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies*.

**Please also note the following conditions for using these images.**

1. We will not include details or full names (which means first name **and** surname) of any child or adult in an image on our website, or in printed publications. If we wish to include the name for a specified reason, for example a competition prizewinner, we will obtain further written consent.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
3. We may use group or class images with very general labels, such as “dance workshop” or “making Christmas decorations”.
4. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
5. We will not give full names to the media if they attend a workshop.

**Showcase Performances**

**Please note that we allow filming and photography by parents/guardians at our Showcase Performances, but these are private events and are not attended by the media or general public.**

**May we use your child’s image in our promotional publications, on our website, or in the media (press, television, etc)? (PLEASE TICK WHERE APPROPRIATE) Yes No**

***I have read, understood and agreed with all of the above.***

***Your signature …………………………………………. Date …………………………………………..***

***Name of child/children …………………………………………………………………………………….***

***Name of parent or guardian (in block capitals) ………………………………………………………***