

St Bartz Residential Retreat Centre Borrower Registration Form



“Forest School Resources”

Please provide your personal information in order for us to loan you the equipment, recover lost items and enable us to remain in contact with you. We will not share your data or use it for purposes not described on this form. We will retain this information for up to 7 years following your last use of the centre to comply with our financial record retention policy.

Name of Group / Organisation* :	
Dates Booked at St Bartz :	
Your Name :	
Email :	
Telephone :	
Job Title / Role :	

By signing below I declare and agree that:

- My group / organisation has given their permission for me to register as the borrower of the Forest School Resources, are aware of the purposes for which I am borrowing the resources which - for the time we take the resources “off site” will be covered under their insurance.
- £10 will be added to our booking invoice.
- I will undertake, on behalf of my group / organisation that during the period we are using the borrowed resources, we will look after the equipment and ensure it is used safely.
- I will make sure all equipment is cleaned and back in the storage box before departure.
- If anything is broken or lost my group / organisation agree to pay immediately, upon receipt of an invoice, the cost of replacement equipment**
- The information given, to the best of my knowledge, is correct, and I agree to notify St Bartz Retreat Centre of any subsequent changes.

Signed

*For the purpose of this document, ‘Group / Organisation’ refers to a Diocese of Chichester Parish, School, Youth Group or Voluntary Organisation.
** Within each “Forest School Resources” box you will find a laminated sheet with the items and quantities listed for you to check in and out.
