**Booking Form for Engagement Activities**

**Jeremiah Horrocks Institute for Maths, Physics & Astronomy**

Please read and complete. Forms must be completed fully in order for a booking to be made.

**Name of School/Group**:

**Contact Name:**

**Phone:**

**Email:**

**Age range:**

**Number of visitors:** *(Please note that maximum group sizes for visits to Alston Observatory are 40 for under 12’s or 30 over 12’s. Our minimum number for visits is 10 people).*

**Please provide us with some details to help us schedule your visit.**

*(Please note that due to undergraduate teaching and public observing nights there are some limitations on visits to our observatory: Days/Dates unavailable due to teaching are:*

*Monday* evenings between 29/10/18 – 10/12/18 inclusive and 21/01/19 – 18/03/19

*Wednesday* evenings: 1st Wednesday of each Month.

*Thursday* evenings (5th November – 13th December 2018 inclusive.)

*Additionally, please check our availability at* [*http://www.star.uclan.ac.uk/alston/outreach.php*](http://www.star.uclan.ac.uk/alston/outreach.php) *when providing us with a preferred Date/Time.* )

**Location:** Us to visit school / Visit to Alston Observatory / Moor Park Observatory / Other \* (\*please delete as applicable)

**Date/Time you prefer:**

**Activity:** *(School visit for a talk or workshop, or a visit to our observatory in the day or in the evening, or something else. Please give as much detail as possible.)*

**Special Requirements:** Please let us know as soon as possible if there are any special requirements for your session that we should be aware of.

Are you happy to be added to our mailing list so The University of Central Lancashire can contact you about future events you may be interested in? **Yes / No**

**Cost:** Please note that there is no charge for our engagement sessions. However, if you wish to visit Alston Observatory you have to arrange and pay for your own transport.

**Transport to Alston Observatory:** Our car park at Alston is not large so we ask you to please car share were possible. Our car park is also unsuitable for large coaches so we ask that you bring small coaches or minibuses.

**Please email this completed form to** [**alstonobservatory@uclan.ac.uk**](mailto:alstonobservatory@uclan.ac.uk)

**The address of Alston is:**

Alston Observatory

Alston Lane

Longridge

Preston

PR3 3BP

**Risk Assessment:**

We have a completed risk assessment for general visits to the observatory, which you can amend as required. Please ask us if you need this.

**Privacy Statement:**

The data you provided will be used by the University of Central Lancashire in conjunction with your attendance at Alston Observatory or UCLan event and for analysis of the event itself. Your data will be kept for up to 5 years. You may withdraw permission for your data to be used at any time by emailing [**alstonobservatory@uclan.ac.uk**](mailto:alstonobservatory@uclan.ac.uk).