



ULSTER AVIATION SOCIETY COLLECTION GROUP VISIT BOOKING FORM

Mk5b - Feb 2020

Group Name:

Contact Address:

Postcode / Zip: Country:

Contact Name:

Proposed Date of Visit:
(at least 28 days' notice reqd)

Contact Telephone:

Contact E-mail:

Proposed Arrival Time:

VERY IMPORTANT INFORMATION — PLEASE READ:

Tours normally last around 90 minutes. **N.B.** Special arrangements apply for evening visits — please see our terms & conditions overleaf. If your visit is intended to have media representation, approval *must* be obtained from the Office of the First Minister and Deputy First Minister, who will require at least 8 weeks' advance notice.

Tours are intended to cater for Groups composed primarily of adults. To ensure the health and safety of our visitors the maximum size of any group cannot exceed 40. Should your Group include children under 14 then we **require a mandatory ratio of 1 responsible adult per 10 children**. We reserve the exclusive right to cancel a tour if this is not the case. If your Group includes people with Special Needs please contact us first to ensure that the tour and environment will be suitable.

Number in Group:

Number of Children*:

*It is the Group Leader's responsibility to ensure that the ratio of Carers is appropriate for your Group and adequate for your Group's behaviour / needs.

	MALE	FEMALE
List Age Ranges:		
0 ~ 16yo		
17 ~ 29yo		
30 ~ 50yo		
51+yo		

Please list any special needs*:

Postcode of Group's main meeting place:

Leader in charge of your Group:

Information gathered may be used for monitoring purposes by the Maze Long Kesh Development Corporation (MLKDC). MLKDC has overall responsibility for the Maze Long Kesh site.

The Ulster Aviation Society is happy to discuss tailoring your visit to focus on particular area(s) of interest. Please note that an additional donation may be necessary to cover any specially-produced materials or extra research effort.

What aviation subject is of primary interest to your potential visit?

How did you originally find out about the Ulster Aviation Society?

Saw our Aircraft at an Event

Newspaper article

Word of Mouth

TV / Radio mention

Other:

Now please complete & Sign the Form overleaf...

Group Visit' Terms & Conditions of the Ulster Aviation Society

Please ensure that ALL Group leaders / carers / parents / guardians have read these before your visit.

Arrival
Your Group should aim to arrive at the site gate promptly at the agreed time of the visit and no more than 15 minutes in advance of it. You must report to the security staff at the Maze Long Kesh gate 3 office upon arrival. Late arrival may result in your visit being reduced in scope. Please note that vehicles are brought on site at the owners' risk.

Conduct and responsibilities
You are responsible for the supervision, conduct and well-being of members of your Group at all times. It is important that Group members are not left unsupervised and that site health & safety rules are followed at all times.

Visitors' belongings
We recommend that visitors leave bags and possessions not required on the visit in their vehicles. Within the hangar, bags and other belongings must be kept with the visitors, or left in designated areas only. Visitors may not bring alcohol into the premises. The Society will accept NO responsibility for visitors' belongings.

Cameras
Using still or video cameras (incl. smart phones) for private purposes is permitted INSIDE the hangar only [no filming to take place outside], but please be considerate of the needs of other visitors and ensure that tripods and equipment do not become trip hazards.
By booking a visit you agree that the Society, or its representatives may photograph or film your Group during the visit and reserve the right to publish any photos or video for promotional, PR, or educational purposes. Please ensure ALL Group leaders / carers / parents / guardians have read and agreed to this before your visit.

Access
There is space for disabled visitors to park next to the hangar where there is a level entrance; the aircraft' display area is also on a single level. Please bear in mind that access to some exhibits may be impossible for people with limited mobility.

Donation Cost

We will make a donation to arrange your tour, by cash or cheque (payable to 'Ulster Aviation Society') **to be made on the day of your visit.** The Ulster Aviation Society is a charitable organisation and donations are only to cover our expenses as well as supporting the ongoing care of the Collection.

Evening visits may be subject to a donation **Lighting surcharge of £25.**

Donation rates are scaled according to Group size:

Up to 10 people	£40
11~20 people	£60
21~30 people	£80
31~40 people	£100
41~50 people	£120
50+ people	negotiable, by prior written agreement only.

NB Donation rates are based on the largest of the number indicated on booking form, or actual number on the day if greater.

Ulster Aviation Society is a charitable association. N. Ireland Charity No. NIC100128

Cancellations or No Shows

If you cancel prior to 3 days before the date of your visit there will be no cancellation fee required.

However, if you do not give 3 days' prior notice, or are a No Show, you may be charged a **£25** cancellation fee.

Evening Visits

Evening visits may be subject to a donation surcharge of **£25** for Lighting costs and visitors' cars must travel in convoy escorted by Society' guides when travelling between the hangar and main gate 3 after dusk.

Pets

No animals are permitted in the hangar except Guide Dogs.

Smoking

Smoking is forbidden within our buildings and aircraft.

Please tick BOTH boxes here, then sign below and post to the address provided.

- I have read and agree to the following points:
- Leaders are responsible for the behaviour and welfare of their Group and should therefore be vigilant throughout the visit.
 - Leaders need to ensure that the party is divided into smaller Groups where required, or requested.
 - The Group will not leave bags unattended except in designated areas indicated by Ulster Aviation Society' staff.
 - Leaders will ensure all children are closely supervised at all times.
 - Leaders will ensure all of their Group members remain within the fenced areas around the hangar compound and that NO photographs or video footage of any kind will be taken outside the hangar.
 - The Ulster Aviation Society, or its representative, may film or photograph your Group during its visit and may publish any photos or video footage for promotional, or other purposes specifically related to the Society and its work.
- I have read and understood the Group Visit' Terms & Conditions of the Ulster Aviation Society above and fully accept that I am responsible for the behaviour of my Group at all times.

Group Leader's Signature:

Date:

Role / Position: Name of Group:

Send this completed form to: **John Martin, Ulster Aviation Society, 3 Windmill Road, SAINTFIELD, Co. Down, BT24 7DX**
To cancel, or change a booking: then please **TELEPHONE: Group Tour Co-Ordinator, Ernie Cromie on: 079 7450 2319**