

# Outreach and Events



## Information Guide

At Northumberland College Zoo we offer a unique and bespoke experience for each outreach session.

We want to help you bring your learning to life through an amazing engaging outreach session at your venue.

One of our amazing presenter team can come to your school or event and either carry out a workshop fitting around your learning outcomes or can carry out an engaging and interactive handling session with some of our reptiles and invertebrates.

For workshops and handling sessions we aim to be able to manage a group of up to 30 per session. Each workshop session can then be repeated for other groups that day.

Each session will include a snake, a lizard, a tortoise and some invertebrates including snails and stick insects.

Please note the actual species cannot be guaranteed until the day of the event.

### Workshops

We can work with you to produce a workshop to cover learning outcomes that you are wanting to cover. Subjects include adaptations, diets and feeding, habitats, conservation and animal care. Please get in touch and we can work with you to create a bespoke workshop for your groups.

### License

We are fully registered to use our animals for outreach. A copy of the license can be seen if you wish.

## Open Events and Community/Agricultural events

We are often asked to attend events such as fayres and shows etc. we are happy to do this for the length of the event. Please get in touch for pricing for these events. Please note **you will need to provide a gazebo, tables and chairs and 2 x power sockets.**



## Risk Assessments

We may need to access the site before the outreach date to carry out a risk assessment. In some cases, we will carry out a dynamic risk assessment on the day of the outreach event instead.

## On the day

For the outreach events we need to be able to unload close to the room we will be using so we can bring in the animals etc. Please allow a space to be reserved close to the entrance for the zoo vehicle please.

In the room we do require a power supply so we can provide additional heating for the species we bring with the presenter. The animals are brought in dark plastic boxes to reduce sunlight etc. and will be stored safely to ensure they are not affected by footfall etc. during the sessions.

## Safeguarding

All our presenter team are DBS checked before starting their employment with us.

## Hygiene whist handling

We do require that all attendees wash their hands at the start of the session. Throughout the session we will pass around hand sanitizer

## Welfare

Welfare of our animals is of the utmost importance. All our team are trained to look out for signs of stress in the species in their care. If any animal shows signs of stress we will not use it as part of the outreach and will move onto another species instead.

## Prices for school Outreach

Our prices are affected by the distance we need to travel from the zoo to the venue, please see below for a breakdown of costs;

Maximum Number of people in audience	Length of visit	0-10 miles	10-15 miles	15-20 miles
30	1 hour	£100	£110	£120
60	2 hours	£150	£160	£170
90	3 hours	£200	£210	£220
120	4 hours	£250	£260	£270

Please note all prices are subject to VAT.

## Prices for a show style event or Agricultural Event

- **Up to 4 hours event - £200 ex VAT**
- **Up to over 4 hours up to 8 hours event - £300 ex VAT**

## Payment

Payment must be received no later than two weeks after the event, the payment options available are:

- Invoice – Please confirm the invoice address and purchase order number on your booking form.
- Cheque – Please make all cheques payable to ‘City of Sunderland College’
- Credit Card – You are welcome to pay by card over the phone
- Cash – Cash payments are welcomed in person; no responsibility will be accepted for loss of cash sent in the post.

## Further Information

If you require any more information on any other issues regarding your outreach event with Northumberland College Zoo please contact the team on [zoo@northumberland.ac.uk](mailto:zoo@northumberland.ac.uk) .

## Booking

If you want to go ahead and book please complete the booking form and send it back to the team at [zoo@northumberland.ac.uk](mailto:zoo@northumberland.ac.uk)

# NORTHUMBERLAND COLLEGE ZOO (NCZ) TERMS AND CONDITIONS

## Standard Terms and Conditions

NCZ asks Clients to be aware that business with the Company is conducted on the basis of our Standard Terms and Conditions.

### 1. Confirmations

Bookings will be treated as provisional until the signed contract (the Confirmation) is returned by the Client, which should be within 7 days of the original booking.

Final numbers must be given to NCZ at the time of booking. The amount payable by the Client will be calculated on this final number or the number who attend on the day, whichever is greater.

### 2. Cancellations

Should you have to cancel your booking; a charge may be made, calculated as a percentage of the total booking value, according to the scale below:

Cancellation Period	Percentage
Up to 1 month prior to the event	25%
Between 1 months and 2 weeks prior to the event	50%
Less than 7 days prior to the event	80%
Within 24 hours of the event	100%

The Client should confirm all cancellations in writing.

In the occurrence of a cancellation any costs incurred for a particular event, that otherwise would not have been incurred; will be charged to the client unless Kirkley are able to mitigate their loss.

### 3. Reduction in Numbers

Number can be reduced up to 3 weeks prior to the event, and reductions made after this time will still be chargeable. NCZ reserves the right to set a minimum number to be charged for the event.

### 4. Deposits and Payment

NCZ will invoice for the total balance which is due no later than 2 weeks after the event.

All payments are subject to VAT.

Cheques should be made payable to: City of Sunderland College

### 5. Damage

The Client is responsible for any damage caused by the Client or his/her guests, agents, employees or delegates etc. The Management, staff and NCZ Operations cannot accept any responsibility for any valuables and property which are lost, stolen or during the event.

### 6. Failure to comply

NCZ will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to fire, storm, explosion, flood, act of God, action of any Government or Governmental Agency, shortage of materials or goods, strike or lock-out.



## Northumberland College Zoo Outreach/Event Visit Form

Date of Event	Arrival Time	Departure Time
Name of School/Event		
Your Full Name		
School/Event Address inc Postcode (address of the outreach/show event)		
Telephone Number	Email Address	
No of attendees in each session		
No of sessions required		
Length of sessions required		
Age range of attendees		

Any specific requirements for our team before we arrive? DBS requirements etc / vehicle registration etc?	
What are your expected learning outcomes from the Outreach Sessions and is there any topic you would like to focus on? Is it an event where you want us to be available to speak to the general public throughout the day rather than a set class time e.g. at an Agricultural show?	
Any other info we require? Do we need vehicle passes? What time can we access the area to set up for the event/any time we need to be ready for.	
For an outreach we require you to enable us to park nearby to unload can you provide this parking space please?	YES / NO
For an agricultural show or community event can you provide a gazebo if its outdoors along with 2 x trestle tables and a power supply to keep the animals warm	YES/NO

Please sign to confirm you have understood and agree to the terms and conditions set out in the contract:

Client (Print Name): \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return your form to [zoo@northumberland.ac.uk](mailto:zoo@northumberland.ac.uk)