SANTA POD RACEWAY EVENT

TICKET REQUEST

|  |  |
| --- | --- |
| Date of event |  |
| Total number of requested tickets (Maximum 25 per school/college) |  |
| Number of staff attending (10:1 ratio) |  |
| Number of students attending (10:1 ratio) |  |
| School/college risk assessment\* enclosed  | YES / NO |
| Mode(s) of transport\* | COACH / MINI BUS / CAR / OTHER |
| All staff names & mobile telephone numbers\* |  |
| Student names\* |  |

SCHOOL/COLLEGE CONTACT DETAILS

|  |  |
| --- | --- |
| School/College Name |  |
| School/College Address |  |
| School/College Telephone  |  |
| Main Contact Name |  |
| Main Contact Mobile Number |  |
| Main Contact Email Address |  |

**Before completing the ticket request form below please note the following requirements:**

* All school/college groups are to have a minimum 10:1 student to teacher ratio
* All groups must travel to and from the event accompanied by school/college staff – students are not permitted to drive themselves to/from the event
* A maximum of 25 tickets per school/college can be requested per event
* Schools/colleges are encouraged to offer the tickets to their students as a reward for excellence (eg for good attendance, behaviour, attitude, effort, results)
* Santa Pod Raceway reserves the right to refuse ticket requests based upon the conduct of students at previous event days
* Santa Pod Raceway reserves the right to refuse entry or ask a group to leave should their rules not be adhered to
* All additional information\* MUST be submitted to the IMI prior to tickets being issued (21 days prior to the event)

***Please read the following essential guidance*** [***http://santapod.co.uk/g\_essential.php***](http://santapod.co.uk/g_essential.php) ***then sign below to confirm your agreement with all the terms and conditions of booking***

***Signature …………………………………………………………..........***

***Name ……………………………………………………………………...***

***Date …………………………………………………………………..……***

**Please return this booking form to the Careers Team by email to** **careers@theimi.org.uk** **or by post to The Careers Team, Institute of the Motor Industry, Fanshaws, Brickendon, Hertford, Hertfordshire SG13 8PQ**