

# BOOKING FORM FOR BFI SOUTHBANK STUDENT STUDY DAYS AND INSETS

**BFI Southbank bookings**

**Need help completing this form? Go to FAQs at [bfi.org.uk/education](http://bfi.org.uk/education)**

**BOOK BY POST**

Complete and return this booking form and cheque / card details to: **Schools' Co-ordinator, BFI Education, Belvedere Road, London SE1 8XT**

**BOOK BY PHONE USING CREDIT / DEBIT CARDS ONLY**

Call the Education team on **020 7815 1329**

*All education bookings are exempt from VAT*

Please note that lunch is only provided for teachers attending INSETS, not Student Study Days

**We do not send invoices or accept BACS payments, so please make payment at time of booking**

*Check [bfi.org.uk/education](http://bfi.org.uk/education) for schedule updates*

**Please photocopy this form for each separate Student Study Day / INSET booking.**

**Please fill in all fields in block caps**

**I would like to book the following event/INSET**

Title of the event \_\_\_\_\_  
 Date \_\_\_\_\_  
 Year group attending \_\_\_\_\_  
 Specification followed \_\_\_\_\_  
 No. of pupils attending \_\_\_\_\_  
 No. of accompanying adults/teachers \_\_\_\_\_  
 No. of Teachers / Adults attending alone \_\_\_\_\_  
 Price per head: pupils £ \_\_\_\_\_ adults £ \_\_\_\_\_

NB: All accompanying Teachers / Adults are charged £1 per 5 pupils, or otherwise the student rate applies.

**Group leader/INSET attendee (Please print clearly):**

First name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 School name \_\_\_\_\_  
 School address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

School tel no \_\_\_\_\_  
 Mobile no of group leader/attendee \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 (print clearly)

**Type of school (Please tick box)**

- State
- Voluntary Aided/Grant Maintained
- Other (Please state) \_\_\_\_\_
- Independent
- Academy

**Where did you hear about this event/INSET? (Please tick)**

- BFI mailing
- Direct enquiry to the BFI
- E-flyer
- Via colleagues
- BFI website
- Other (Please state) \_\_\_\_\_

**I would like to be on the BFI Education mailing list**

Yes  No

Are there any wheelchair users in your group?  
 Yes  No  If yes please state details and number

Are there any students with visual or aural impairments in your group? Yes  No  If yes please state details and number

Are there any students with other special educational needs in your group? Yes  No  If yes please state details

**Total amount due £**

- I enclose a cheque made payable to the British Film Institute OR
  - Please debit my credit card
  - Mastercard  Visa  American Express
- (we are unable to accept Solo or Electron)

Card number \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Start date  Expiry date

Security Code

Signature \_\_\_\_\_

Cardholder's name \_\_\_\_\_

*N.B. We will email your booking confirmation which is also your receipt. You need to bring this with you when you register on the day of the event/s you are attending.*