**Colchester Zoo Art / Media / Design Student Visit**

**Booking Form and Location Agreement**

Please fill in this form and return it to the education department via email at [education@colchesterzoo.org](mailto:education@colchesterzoo.org)

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| Section One - Your Details | |
| Your name (first and last name): | Click here to enter text. |
| Your Town: | Click here to enter text. |
| County: | Click here to enter text. |
| Postcode: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email: | Click here to enter text. |
| School / College /Institute Name: | Click here to enter text. |
| Course you are on: | Click here to enter text. |

Art / Media / Design students may book a visit to Colchester Zoo independently to film/photograph for relevant course work. Visit cost **£9.75 per person** (per day if visiting across multiple dates) including any helpers with equipment, etc.

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| Section Two – Visit Details | |
| Total number of people (including yourself and any helpers/assistants): | Click here to enter text. |
| Visit Date or Dates\* (dd/mm/yy): | Click here to enter text. |
| Estimated Arrival Time: | Click here to enter text. |
| Estimated Departure Time: | Click here to enter text. |

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| Section Three – Filming Details |
| Details of location/enclosure within the zoo being filmed/photographed:  Please provide as much detail as possible to allow us to assess your request. (E.g. A documentary about animal and wildlife conservation as part of my final project. I plan to film the elephants, from inside the house and outdoors…..[etc.])  Click here to enter text. |

If arranged in advance, a 30-minute staff interview can be booked if required for your course work.

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| Section Four – Interview if Required | |
| Do you want to request an interview? | Yes  No |
| If yes, please attach a copy of your interview questions to your email submission of this form sent to [education@colchesterzoo.org](mailto:education@colchesterzoo.org)  Please tick to confirm you have submitted interview questions along with this location agreement request: Yes  see attached questions. | |

Based on your questions, Colchester Zoo staff will arrange a time for this interview during your visit with a staff member best able to answer your questions. If no one is available on your preferred date, we will contact you to discuss alternatives.

If arranged in advance, up-close viewing of our teaching animal biofact collection (e.g. furs, feathers, ivory, etc.) can be booked to take place during your visit.

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| Section Five– Biofacts if Required | |
| Do you want to request viewing of biofacts? | Yes  No |
| If yes, please provide details of what you are interested in viewing:  Please provide as much detail as possible to allow us consider alternatives. While the collection is extensive (1000+ objects), we do not hold all species or examples. (E.g. Up-close comparisons of a variety of reptile skins. Ideally, I would like cobra skins, but besides that, other snakes would work, or other reptiles if snake skin is not available)  Click here to enter text. | |

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| Section Six – Location Agreement |
| This agreement confirms that Colchester Zoo grants non-exclusive permission for filming at the above location upon admission being paid to the zoo as per facility fee detailed above. Payment should be made at the entrance prior to entry. Colchester Zoo cannot be held responsible if filming is unsuccessful and all costs involved will still need to be met.  All filming must take place during regular zoo operation hours (e.g. not during special events such as late-night events at Halloween and Christmas).  Unless otherwise agreed (e.g. with a pre-booked biofact viewing time), all filming shall be conducted solely from public viewing areas of the zoo. No behind-the-scenes filming permissions are granted. I agree to follow all posted signs, regulations, etc. in regard to access to areas and not enter blocked off/closed or otherwise inaccessible areas including zoo staff/animal areas. Filming in any walk-through enclosures must not be done in any way that interferes with animals and/or public in these walk-throughs.  It is understood that any filming that takes place is under the control of the Zoo personnel concerned. Filming shall be suspended or cancelled in the event, at the discretion of zoo personnel, filming damages, destroys, or injures any plants, animals, or property at the zoo, or is likely to do so. This include not causing any structural or decorative alterations to the premises. Likewise, animal should not be enticed to behave in unnatural ways, such as banging on glass or other means to attract their attention.  Colchester Zoo does not provide permission for you to film/photograph any visitors. Please respect our visitors, including not obstructing pathways or blocking viewing of animals. If zoo personnel believe your filming interferes with the public’s use and enjoyment of the zoo, filming may be suspended or cancelled.  Under no circumstances may film / photographs shot at the Colchester Zoo be in a manner inconsistent with the Zoo’s mission and image or in a defamatory, untrue or censorable nature. You shall cease any such use upon demand by the Colchester Zoo.  Colchester Zoo reserves the right to view to preview the final edits before use.  I agree that this filming is for my personal use / course work and not for public broadcast. This includes not for broadcast on social media channels.  I agree that this filming is solely for the specific purpose / course work as described on this Booking / Location agreement.  Rights to the use of the images taken will be assigned to you for a period of one year only, solely for the purposes stated above.  **I consent** to the above terms and agree to follow the conditions stipulated above.  Click on box to check and confirm consent:  Date: Click here to enter text. |
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| Section Seven - GDPR Agreement |
| This form collects information about you in order to make an Art / Media / Design student booking on your behalf.  See our privacy policy ([www.colchester-zoo.com/privacy-policy](http://www.colchester-zoo.com/privacy-policy)) for more details of how we store and protect this data.  **I consent** to allowing Colchester Zoo to collect this information via this form:  Click on box to check and confirm consent:  Date: Click here to enter text. |
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After your booking form and location agreement has been emailed to [education@colchesterzoo.org](mailto:education@colchesterzoo.org), within two-three days your request will be processed, and you will be sent confirmation to the email address provided. This includes confirming your estimates costs, as well as the timings of any requested interview and/or viewing of biofacts. If interviews or requested biofacts are not available, you may be offered suitable alternatives if they are available. We recommend booking requests be made as far in advance as possible to ensure greater flexibility to accommodate interview and/or biofact requests if required.