

**Challenge: Group Details**

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| **Key Contact**  (person who will be co-ordinating the group and present on the day) | |
| Name |  |
| Organisation |  |
| Email |  |
| Tel |  |

|  |  |
| --- | --- |
| **Information about the group** | |
| Group Name |  |
| Possible dates  (Tue-Fri) |  |
| Timings | 10am - 4pm |
| Team size |  |
| Are there any health conditions, allergies or additional information we should be aware of? |  |
| Please give details of any funds you can access to donate towards the cost of the day and the project? |  |
| Is there any reason why any member of your team cannot come into contact with children or vulnerable people? |  |

**Please read and tick the following statements:**

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| I will pass on information to the team regarding dressing appropriately for outdoor, practical work |  |
| I will pass on information to the team regarding bringing packed lunches and drinks. |  |
| I understand **once a date is confirmed** it should be honoured. |  |
| I understand Hyde Park Source (HPS) is a small environmental charity and having help from corporate teams really helps the groups they support.  I understand HPS often buys materials and staffs days differently for these ‘Challenges’ and requires at least **one-week prior notice** if the group decides to cancel. I understand that if this notice is not given, HPS will invoice the company to cover the loss in staff time @ £300. |  |
| I understand HPS uses photographs for publicity purposes and will acknowledge them if there is anyone on the team who **does not** give their photo consent. |  |
| I will encourage the team to arrive on time and lift share where possible |  |

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| **Signed:** | **Date:** |

**Hyde Park Source agrees to:**

|  |  |
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| Provide all PPE necessary for the tasks on the day  (unless team has agreed to bring it) |  |
| Provide access to toilets either on-site or within walking distance |  |
| Honour a date once it is confirmed and provide clear details about the activity and location at least 1 week prior to the Challenge day. |  |
| Risk assess the site/activity and provide copies upon request |  |
| Only use photos for publicity purposes and to never share information with 3rd parties in line with our confidentiality policy. |  |