**Girlguiding Norfolk & Girlguiding Suffolk**

**Banham zoo take over day**

10:00 – 15:00 Sunday 12 October 2025

**Cost:** £8 per member under 18 and additional adult leaders

**Adult leaders:** one free adult for every 5 younger members - if you need additional adults with your unit, the cost will also be £8

Bookings are now open, via post and email. Once your booking is confirmed, you will be able to put in a claim for your coach subsidy by 31 July. Claims received after this date, may not be entitled to the subsidy if all funds have already been allocated.

**Coach subsidies:** this has been based on distance from venue and applies to total number of participants. These figures are based on the budget agreed from the exec - if all funds are not claimed; we may be able to increase the subsidies.

South division - no subsidy

South East division - £2 per head

Central and Norwich divisions - £3 per head

All remaining divisions - £4 per head

**Guide aid claims will not be considered at county level for this event.**

**On site purchases:** Only hot drinks and snacks (chocolate, crisps & ice creams) will be available to purchase on the day. We hope that Banham will confirm approximate prices of these nearer the event.

Banham are looking into options for the shop. There may be an option to pre-book a goodie bag, so that one leader can collect, rather than many units accessing the shop at the same time - this will be confirmed.

**A risk assessment** will follow; this is currently being reviewed by GGS and is based on the school risk assessment provided by Banham.

**Unique moments:** Making a promise, or presenting an award can take place at a pre-booked time in front of an animal enclosure. Please indicate on the form if you wish to book this.

**FAQ’s**

1. Wet weather - In the event of wet weather, the event will still go ahead. Some indoor space will be available during the day, especially when eating lunch.
2. Leaders working with multi-sections. Please follow GG ratio’s for events, if you share sections, follow the ratio for youngest section.
3. Trefoil Guild members are available as extra adults for the event if needed, please ask your commissioner for contacts.
4. A first aid point is available but units should follow all regulations for outings. Additional leader support will be available for the unit if one of your unit leaders needs to stay at the first aid point with a younger member.
5. Can I get a refund? Due to the administration involved, this will not be possible. If your unit is unable to attend for unavoidable reasons, please contact your commissioner urgently, who will give you advise.
6. Can I increase the number attending? Yes, any increases after 31 July may not be able to claim the coach subsidy, as this will have already been allocated.
7. Can I bring additional children? The event is a Girlguiding take over day, but we appreciate that some leaders may need to bring additional younger children. We can only accommodate under 4’s, who will need supervision by an additional adult – in line with Girlguiding regulations, at 1 adult to 2 children.
8. What if someone is already a member? They can get free entry. Blue Peter badges are not accepted on special events, so they will need to book.