

## Group or School visit

Date \_\_\_\_\_ Arrival time \_\_\_\_\_ Depart \_\_\_\_\_

Alternative date \_\_\_\_\_ Arrival time \_\_\_\_\_ Depart \_\_\_\_\_

Visit co-ordinator: \_\_\_\_\_

Phone number \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

School or Organization requesting visit: \_\_\_\_\_

Purpose of visit \_\_\_\_\_

Method of travel to Museum: \_\_\_\_\_

Special needs of visiting Group eg. Dietary or mobility: \_\_\_\_\_

Toilets on site.

There is no wheelchair access to the museum.

There is no private museum parking. Street parking is available.

### **For non-school groups:**

Number of adults \_\_\_\_\_ Number of children \_\_\_\_\_

Do you require morning or afternoon refreshments \_\_\_\_\_ Guided bus tour \_\_\_\_\_

Other requirements \_\_\_\_\_

### **For Schools:**

School year level(s) \_\_\_\_\_

Number of children \_\_\_\_\_

Number of teachers \_\_\_\_\_

Other adults \_\_\_\_\_

Teacher's names \_\_\_\_\_

Museum use only

Staff: \_\_\_\_\_ Video: \_\_\_\_\_ Talk: \_\_\_\_\_

Research material: \_\_\_\_\_ Handout: \_\_\_\_\_ Display: \_\_\_\_\_

Quoted fee: Per child \_\_\_\_\_ Per adult \_\_\_\_\_ Refreshments per person \_\_\_\_\_ Guide \_\_\_\_\_

Total \_\_\_\_\_ Payment method \_\_\_\_\_