

Visit date:

School:



Educational Visit Booking Form

Please complete section 1 of this form then return via email to education@amberleymuseum.co.uk.
Your booking will be confirmed when we return this form with section 2 completed.

Section 1 – Booking Enquiry

Contact name			
Email			
Telephone			
School name			
School address			
Date of enquiry		Date of visit	
Total students		Total adults	
Year group		Students' age	
Any special requirements?			
Arrival time		Departure time	
<input type="checkbox"/> Coach	<input type="checkbox"/> Mini Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Cars
Workshop(s) required			
Talk(s) required			
Would you like to visit the shop?	Yes/No	Is a lunch space required?	Yes/No
Would you like to visit for a risk assessment? (2 Teachers free of charge)	Yes/No Date:	Would you like a ride on our train? (Free of charge)	Yes/No
Please select your preferred payment method:			
<input type="checkbox"/> BACS (Must be received two weeks prior to visit)	<input type="checkbox"/> Paypal (Must be received two weeks prior to visit)	<input type="checkbox"/> Pay on the day (Cash/cheque/card)	
Signed		Date	

Amberley Museum will process the data provided on this form for the legitimate interest of educational bookings at the Museum, providing you with the necessary information to make the most of your visit, in compliance with GDPR regulations. This is covered by our privacy statement which is available on www.amberleymuseum.co.uk and from the Museum office.

Section 2 – Confirmation

Section 2 to be completed by staff at Amberley Museum.

PRICE OF VISIT			
Cost	Item Cost	Number	Cost as booked
Child (under 4)	£4.00		
Child (aged 4-16)	£6.00		
Student (aged 16+)	£8.50		
Accompanying Adult (counting as part of your group ratio)	Free		
Additional Adult	£8.50		
Talk	£30.00		
Workshop (per 30 pupils)	£40.00		
Experience	£50.00		
Loan Box	£20.00		
TOTAL			

DETAILS OF VISIT			
Date of risk assessment visit		Allocated lunch space	
Outline of your day			
Group	Time	Activity	Place

I am pleased to confirm your educational group visit to Amberley Museum on _____

Signed		Date	
---------------	--	-------------	--