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| **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** | |  | | | | **1st choice date(s) of visit(s)** | |  | |
| **N.B. We can only accept 1 class (30 children) on site per day due to the need for social distancing with members of the public.** | | | | | | **2nd choice date(s) of visit(s)** | |  | |
| **Total students** | |  | | | | **Total adults** | |  | |
| **Year group** | |  | | | | **Students’ age** | |  | |
| **Any special requirements?** | |  | | | | | | | |
| **Arrival time** | |  | | | | **Departure time** | |  | |
| * **Coach** | | * **Mini Bus** | | | | * **Train** | | * **Cars** | |
| **Do you require the following:** (For prices, see following page.) | | | | | | | | | |
| **‘Journeys’ Workshop** | | | | | | | | | **Yes / No** |
| **Self-led visit without access to telecoms or electricity buildings** | | | | | | | | | **Yes / No** |
| **Self-led visit with access to Connected Earth (telecoms building)** | | | | | | | | | **Yes / No** |
| **Self-led visit with access to Milne Hall (electricity building)** | | | | | | | | | **Yes / No** |
| **Self-led resource pack for Connected Earth** | | | | | | | | | **Yes / No** |
| **Self-led resource pack for Milne Hall** | | | | | | | | | **Yes / No** |
| **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?** | | | **Yes/No** | **Would you like a ride on our train? (Free of charge)** | | | | | **Yes / No** |
| **Please select your preferred payment method:** | | | | | | | | | |
| * **BACS - Invoice raised after visit, based on final numbers** | | | | | * **Card payment on day** | | | | | |
| **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.* | | | | | | | | | |

OFFICE USE ONLY

Visit date:

School:

|  |  |  |  |
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| **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 4-15)** | **£6.00** |  |  |
| **Student (aged 16+)** | **£8.50** |  |  |
| **Accompanying Adult**  **(counting as part of your group ratio)** | **Free** |  |  |
| **Additional Adult** | **£8.50** |  |  |
| **‘Journeys’ Workshop (per 30 pupils)** | **£40.00** |  |  |
| **Self-led resource pack (per area of Museum)** | **£30.00** |  |  |
| **Loan Box** | **£40.00** |  |  |
| **TOTAL** | | |  |

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| --- | --- | --- | --- | --- | --- |
| **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** |  | |