



Educational Visits – Terms and Conditions (COVID-19)

PRE-VISIT

- **Making a booking:** Please download and fill in section 1 of the Educational Visits Booking Form, and return to education@amberleymuseum.co.uk.
- **Booking confirmation:** Your visit will only be confirmed once a member of the Learning Team has signed and returned your form by email. This will include a schedule for your day and a summary of the charges. We cannot guarantee your choice of date and will notify you should an alternative need to be found.
- **Payment:** If you do not pay on the day, you will be invoiced (BACS) after your visit, based on the numbers that pass through our doors.
- **Cancellations:**
 - **Visits cancelled by you due to COVID-19 will not be charged a cancellation fee, and if you wish we will try to rearrange your visit. If you need to cancel please let us know as soon as you are able.**
 - **If we need to cancel your visit due to COVID-19 we will endeavour to rearrange your visit for a more convenient date. However, the Museum can take no responsibility for transport costs should we be unable to do so.**
 - If you need to cancel your visit due to other factors, the following charges will apply.

Time frame	Cancellation charge
Less than 1 month	50% of original booking value
More than 1 month from date of visit	£25 administration charge

- **Pre-visits:** It is highly recommended that new groups conduct a free pre-visit in order to familiarise themselves with the site and to conduct their risk assessments: please email education@amberleymuseum.co.uk to arrange this.
- **Timetable:** Following discussions with yourself, the Museum will provide a timetable for the day. The need to follow this is greater during the pandemic, in order to maintain social distancing with members of the public. Visits to Connected Earth (communications) and the Milne Hall (electricity) must be booked in advance. Please check your timetable and inform the Learning Officer of any necessary changes as soon as possible.

ON THE DAY

- **We are pleased to offer free parking for coaches, cars and minibuses in the visitors' car park** adjacent to the parking for Amberley train station.
- **You will be met in the car park by a member of the Learning Team**, who will welcome the group and escort you into the museum through the Time Tunnel. If you have requested it, there will be a dedicated lunch space available where bags can be left during the day.
- **Amberley Museum cannot accept responsibility for any personal belongings.**

- **It is your responsibility to ensure that you arrive for booked sessions at the agreed time.** You will be provided with maps of the site to help you navigate the museum. We reserve the right to alter the timings and content of your day due to late arrival.
- **All talks, workshops, exhibitions and live interpretation of the site are subject to availability** and may be closed, amended or cancelled without prior notice due to technical, operational or other reasons, or poor weather.
- **Your party should be divided into small groups when moving around the site.** Some exhibition areas have restricted space and cannot accommodate large groups. KS2+ = 10 children per group. KS1 = 5 children per group.
- **Supervision, behaviour and management of your group is your responsibility at all times.** Please ensure that children treat staff, volunteers and visitors with respect.
- **Children must be supervised at all times.** Groups should keep to the marked paths, tracks and trails taking particular care along the road and when crossing the railway. Please do not allow children to climb on exhibits or fences. When riding on our buses or trains (some of which have open sides) all passengers should stay seated, keep arms and legs inside the moving vehicle and adhere to any further safety briefings given by Amberley Museum staff or volunteers.
- **Children must wear sensible clothing and shoes,** particularly in wet weather: although most of our exhibition areas are undercover, Amberley Museum is still an outdoor site.
- **Please treat the site and its collections with respect.** The Museum houses an extensive collection of artefacts large and small and is home to a varied range of plants, flowers and wildlife.
- **Lunchtime.** We will provide you with an undercover lunch space where requested on your booking form. Please leave the room as you find it. Bin bags will be provided.
- **Departure.** The Museum begins closing at 16:00 and all groups must be offsite by 16:30. Please allow enough time to visit the shop. The Museum exit is through the Time Tunnel (next to the shop).

We hope you have an enjoyable day out at Amberley Museum!

The Learning Team
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