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| **Virtual Visit Booking Form** | | | | | | | | |
| **Please complete section 1 of this form then return via email to learning@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 | |  | | | | | | |
| Organisation name | |  | | | | | | |
| Organisation address | |  | | | | | | |
| Workshop required | | KS1: ‘Journeys’ | | | | | | |
| 1st choice date(s) | |  | | | 1st choice time(s) | | 10:00 / 11:15 / 13:00 | |
| 2nd choice date(s) | |  | | | 1st choice time(s) | | 10:00 / 11:15 / 13:00 | |
| Total students | |  | | | Total adults | |  | |
| Year group (if applicable) | |  | | | Students’ age | |  | |
| Any special requirements? | |  | | | | | | |
| **Visits are bookable from Wednesday-Friday only. The maximum number of children per workshop is 32 (or one class).** | | | | | | | | |
| **Workshop options (please tick 1 or 2)** | | | | | | | | |
| 1. Live teleconference call between Museum and School Teacher | | | | | | | |  |
| 1. Live teleconference call between Museum, School Teacher & Pupils at Home | | | | | | | |  |
| **Your school’s digital platform** | | |  | | | | | |
| We will do our best to work with the technology available to you at your school: please list your requirements here. Otherwise, our default is for a Zoom call hosted by the Museum. If pupils are watching at home, a parent must be present to comply with Zoom’s terms of service regarding age of user. We will send you a document outlining additional digital safeguarding measures after confirmation of booking. | | | | | | | | |
| **Payment method** | | | | | | | | |
| * BACS – Pay after visit by 30-day invoice | | | | * Credit card – promptly after visit | | | | |
| **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.* | | | | | | | | |

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| **Section 2 – Confirmation** | | | | | | | | |
| **Section 2 to be completed by staff at Amberley Museum.** | | | | | | | | |
|  | | | | | | | | |
| **I am pleased to confirm your Virtual Visit to Amberley Museum on** | | | | | | | | |
|  | | | | | | | | |
| **DETAILS OF VISIT** | | | | | | | | |
| **Group** | | **Time** | | | **Technical details** | | | |
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| **PRICE OF VISIT** | | | | | | | | |
| **Cost** | | | **Item Cost** | **Number** | | | | **Cost as booked** |
| **KS1 ‘Journeys’ workshop (per 30 pupils)** | | | **£40.00** |  | | | |  |
| **TOTAL** | | | | | | | |  |
|  | | | | | | | | |
| **Signed** |  | | | | | **Date** |  | |