** Education Visit Booking Form**

**2024-25 Fees**

£5 per student

*(Adult helpers free)*

Minimum Fee £50

**Please return completed form within two weeks of receiving it otherwise your booking may not be held.**

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| **YOUR CONTACT DETAILS**  |
| Organisation/School: |
| Organiser: | Tel: |
| Address: | E-mail:  |

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| **SESSION DETAILS**  |
| Date**:**  | Arrival time: | Departure time: |
| Group leader: | Contact mobile number: |
| Number in group: | Age of students/year group: |
| Please specify any special needs (e.g. seating required, wheelchair access):  |
| Will you be wanting to have lunch with us? (Lunch room can be provided) YES / NO  |
| Workshop(s) required:  |
| Learning Objectives:  |

|  |  |
| --- | --- |
| **Signed (Organiser):** | **Date:** |
| **Do you want to be added to our mailing list and stay up to date with new resources and workshops and invitations to special school events?** YES / NO  |

**General Details**

All workshops have a maximum of 30 students (or 1 class) and are fully accessible for wheelchairs. If your group is larger, we will split your group and rotate them between different workshops. All groups must be accompanied by responsible adults. We recommend the following ratios:

* Key Stage 1&2: 1 adult to 6 children
* Key Stage 3 and above: 1 adult to 15 children

**Cancellations and Delays**

A cancellation charge of 50% of the cost of the session is charged if cancelled less than 14 days before; the full cost is payable if cancelled less than 7 days before. Please phone the Learning Officer at (01480) 702216 if you are delayed, we will wait up to 30 minutes. If this period is exceeded without contact from the organiser to inform us as to the delay, the session may be cancelled and a cancellation fee charged, or the session shortened at our discretion.

**Getting to us**

Coaches may drop off/pick up the group in Huntingdon Bus Station, less than 2 minutes’ walk from the Museum and Town Hall. The nearest car park is behind the Museum on St Germain Street (pay and display). The Museum is about 8 minutes’ walk from Huntingdon Railway Station, which is on the East Coast line with regular trains from King’s Cross and Peterborough.

**Other Facilities**

Toilets (including accessible toilets) are available in the Town Hall. We can hold baggage for groups at the Town Hall during your visit. Students can bring a packed lunch if arranged in advance: lunchroom facilities are available in the Town Hall. There are also public parks within walking distance of the Museum, and a number of cafes and restaurants nearby.