



Visit Booking Form School/Group/Tour

- Museum opening hours: Monday to Saturday 10.00 – 5.00pm.
- Winter opening hours: November to April 10.00 – 4.00pm
- Taught sessions and workshops last a maximum of two hours, unless previously negotiated

Your Booking Reference	
Name and address of group	
Group Leader	
Telephone no.	
E-mail address	
Date of visit	
Arrival and session times	
Number of pupils (max 35 per session)	
Number of adult helpers	
Age range/KS or Year Group	
Any special needs	
Cost (see table below)	
Payment Method	
Session theme	

A morning or afternoon taught Session will last a maximum of 2 hours

Carousel of **3** activities

You are welcome to have lunch in the Victorian Hall

Any further information you may wish to add:

- We will make every effort to ensure you and your group have an enjoyable time. However we also have a responsibility to other museum visitors to prevent interference with their enjoyment of the galleries.
- Matters of conduct and pastoral care are the responsibility of the teacher/group leader
- Schools - It is the responsibility of the school to ensure all accompanying adults are briefed in advance of the visit.
- Schools will be invoiced, please contact the Museum Finance Officer (finance@dorsetcountymuseum.org) if you wish to pay by an alternative method.
- **Confirmation of Booking.** We cannot hold a booking without a completed and signed form.

Signed Date

Charges		
Schools	£4.50 (plus VAT) per pupil (single session)	Adult helpers free of charge
Schools	£6.00 (plus VAT) per pupil (double session)	Adult helpers free of charge
Groups (guided)	£5.00 (plus VAT) per member	Leaders free of charge
Groups (un-guided)	£3.00 plus VAT per member	Leaders free of charge

This form, once completed, should be returned to The Education Officer, Dorset County Museum, 66 High West Street, Dorchester, Dorset, DT1 1XA or e-mailed to: education@dorsetcountymuseum.org. Further information is available on: 01305 756832

Office Use Only:

Added to Calendar:

Copied to Front of House:

Copied to Museum Technician:

Copied to Finance: