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**Booking Request Form for York Museums Trust**

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| Please indicate what York Museums Trust site you wish to visit | | |
| York Castle Museum | The Yorkshire Museum | York Art Gallery |

|  |  |
| --- | --- |
| Name of school |  |
| Address of school |  |

|  |  |
| --- | --- |
| Main contact Information | |
| Name |  |
| Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| Number of Children/ Students you wish to bring on your visit |  |
| Year Group |  |
| Key Stage |  |
| Number of adults you wish to bring on your visit (Please see what we want you to bring with you on your visit) |  |
| *Under 5’s* | *1 adult free to every 4 children* |
| *Primary* | *1 adult free to every 6 children* |
| *Secondary* | *1 adult free to every 10 children* |
| *Students* | *1 adult free to every 10 students* |

|  |  |
| --- | --- |
| Do you have a preferred date for your visit (please do give a few dates in case the first is not avaible) |  |

|  |  |
| --- | --- |
| What time would you like to arrive on site? |  |
| What time would you like to leave site? |  |

|  |  |
| --- | --- |
| Do you require a lunch room during your visit? (You get a 30min slot per group of 30 children) | |
| Yes | No |

|  |
| --- |
| Would you like to take part in one of our workshop or tours? If so please indicate what session you require. |
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| Please tell us any information about your group that you feel relevant to your visit. Please include access issues and special arrangements that need to be made. |
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|  |  |  |
| --- | --- | --- |
| How do you wish to pay for your visit? | | |
| Pre-pay | On the day of the visit | By invoice after your visit |

|  |  |
| --- | --- |
| Accounts contact information | |
| Name |  |
| Number |  |
| Address |  |
| Email address |  |

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| Useful Links & information |

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| Entrance Costs | <http://www.yorkmuseumstrust.org.uk/education/schools-2/making-a-visit/> |

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| Workshop costs (an additional cost on top of the entrance cost) |
| Prices depend on the length of the workshop, there is no minimum number of pupils required. Workshops have a maximum of 30 pupils.  1 hour workshop – £60 1 hour 30 minutes workshop – £70 2 hour workshop – £80 (prices vary during Special Weeks)  Actor Led Workshops – prices vary |

Please email this form to [group.bookings@ymt.org.uk](mailto:group.bookings@ymt.org.uk)

Group bookings contact number is 01904 687633, please don’t hesitate to call if you have any questions.