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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 |

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

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

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| --- | --- |
| 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* |

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

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

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| Do you require a lunch room during your visit? (You get a 30min slot per group of 30 children and we have no lunch room at York Art Gallery) | |
| Yes | No |

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| Would you like to take part in one of our workshop or tours? If so please indicate what workshop/tour 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, special arrangements and one to one child arrangements that need to be made. (Please do give us as much information as possible for us to make your visit a success) |
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| How do you wish to pay for your visit? | | |
| Pre-pay – (If you choose this option, you are requesting to make a pre-payment from the quote and booking conformation, no invoice is issued via this method ) If you come for your visit and payment has not been made your group maybe turned away. | On the day of the visit, (if you choose this option you must bring payment with you on the day, this can be cash, cheque or card.) if you don’t bring payment your group maybe turned away. | By invoice after your visit (if you choose this option the accounts contact information much be completed in full) You will get an invoice around 1 week after your visit. |

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| --- | --- |
| 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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| Workshops we offer | |
| York Castle Museum | <http://www.yorkmuseumstrust.org.uk/education/schools-2-2/workshop-programme-york-castle-museum/> |
| The Yorkshire Museum | <http://www.yorkmuseumstrust.org.uk/education/schools-2-2/workshop-programme-yorkshire-museum/> |
| York Art Gallery | <http://www.yorkmuseumstrust.org.uk/education/schools-2-2/york-art-gallery-workshops/> |

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| Risk Assessment guidance |
| All visitors are required to do their own risk assessment and once a confirmed booking is in place we offer 2 free teacher passes to come and do this but we offer guidance for York Castle Museum and The Yorkshire Museum here - <http://www.yorkmuseumstrust.org.uk/education/schools-2-2/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.