



BENTLEY PRIORY MUSEUM

www.bentleypriorymuseum.org.uk

School visits - Terms and Conditions

Visits

1. School visits take place on weekdays, Monday – Friday.
2. School rates and workshops are only available to pre-booked educational groups of 25 or more.
3. The minimum number of students is 25. The maximum number of students is 64. Year groups of 3 classes or more can be booked over 2 or more days.
4. The museum car park is free and can accommodate up to 3 coaches.
5. School staff and adults are responsible for students' behaviour. Please ensure pupils are supervised at all times. The adult to pupil ratios are: KS1/FS - 1:5; KS2, KS3, KS4, KS5 - 1:10.

Booking

6. Bookings are confirmed once a Booking Form has been completed and submitted to the Museum. A confirmation email will be sent out by the Learning Officer once the Booking Form has been submitted. Booking Forms are required at least 4 weeks prior to the visit.

Cancellation

7. Bookings can be cancelled up to 10 working days prior to the visit without penalty. Changes can be made up to 5 working days prior to the visit. Please contact the Learning Officer directly to cancel or change a booking.
8. If a booking is cancelled within 10 working days of the visit, a 50% payment will be required.

Payment

9. Payment is required on the day, and can be made by cash, card or cheque. Cheques should be made out to 'Bentley Priory Museum'.
10. Unless student cancellations are notified to us within 5 working days prior to your visit, you will be charged for the original number of student places booked.

Food & Drink

11. Both students and adults will need to bring their own lunches. A space to eat indoors will be provided. Weather permitting, there is an outdoor picnic area which is a two minute walk from the museum.
12. The museum café is not open on Tuesdays and Thursdays, as the museum is not open to the public.
13. Food and drink are not permitted in the workshop or on the museum tour.

Data Protection

14. We may use your personal information (and the personal information of any other visitors included in your application) for processing your application, responding to any enquiry you or other members of your group make. In addition, we may, subject to your consent, send you emails, newsletters and/or alerts and information regarding learning events. We will not share your details with any third parties.