



# BENTLEY PRIORY MUSEUM

[www.bentleypriorymuseum.org.uk](http://www.bentleypriorymuseum.org.uk)

## School visits - Terms and Conditions

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### Visits:

1. School visits take place on Tuesdays, Wednesdays and Thursdays; on Tuesdays and Thursdays the Museum is closed to the general public.
2. The maximum number of students is 64. Year groups of 3 classes or more can be booked over 2 or more days if necessary.
3. The museum car park is free.
4. 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

5. 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 Manager once the Booking Form has been submitted.

### Cancellation (Updated for Covid-19)

6. Bookings can be cancelled up to 5 working days prior to the visit without penalty. Please contact the Learning Manager directly to cancel or change a booking.
7. If a booking is cancelled within 5 working days of the visit (for non Covid-19 related reasons) a 50% payment will be required.

### Payment

8. Payment can be made by cash, card, cheque or BACS. Cheques should be made out to 'Bentley Priory Museum'. Please specify the payment method in your Booking Form.

### Food & Drink

9. 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.
10. The museum café will not be open on days when the museum is closed to the public, i.e. Tuesdays and Thursdays.
11. Food and drink are not permitted in the workshop or on the museum tour.

### Data Protection

12. 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.