



BENTLEY PRIORY MUSEUM

www.bentleypriorymuseum.org.uk

School visits - Terms and Conditions

Visits (Updated for Covid-19)

1. School visits take place on weekdays where we are able to close the Museum to the general public.
2. The maximum number of students is 30. Year groups of 2 classes or more can be booked over 2 or more days.
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 Officer 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 Officer 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, as the museum will be closed to the public when schools are on site.
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.