

# Buckingham Old Gaol Museum School Visit Booking Form



## PLEASE NOTE OUR BOOKING CONDITIONS:

- Visits can be accommodated during Museum opening hours, which are from 10.00am to 4.00pm, and are subject to the availability of a Tour Guide
- Only one class group (or a maximum of 30 pupils) can be accommodated at one time
- The cost is £3.00 per pupil – accompanying teachers are without charge
- Children must be accompanied, and accompanying staff are responsible for their supervision
- The package includes Museum entry, a guided tour of the Museum, guided artefact handling and, if required, a topic-focussed guided tour within Buckingham old town
- The Museum cannot provide lunch or refreshments, but the Exercise Yard Gallery can be available to eat packed lunches. This must be left in a clean and tidy condition and all waste must be removed from the premises.
- Should it be necessary to cancel your booking, the following cancellation fees shall apply: up to 14 days before event – deposit is retained; less than 14 days before event – full payment is required; if rescheduled at the time of cancellation, the cancellation fee is reduced by half

Name of School:							
Name Organiser:							
School Address:						Postcode:	
Telephone:			Mobile:				
Email:							
Date of visit:		Morning or Afternoon:		Age of pupils:		Number of pupils:	

**We can tailor your visit as follows:** please tick your preferred option(s)

General History:	<input type="checkbox"/>	Crime & Punishment:	<input type="checkbox"/>	Guided tour of Buckingham old town	<input type="checkbox"/>
Please tick if Gallery required for lunch:	<input type="checkbox"/>	<b>Total Cost:</b> (No of pupils x £3.00)	£	<b>Please complete as appropriate</b>	
				Deposit paid by BACS £ .....	Deposit paid by cheque £ .....

**Declaration** – the Group Organiser undertakes to comply with the Booking Conditions above and to abide by the Tour Guide’s instructions at all times. In accordance with the booking and payment guidance below, a deposit of 30% of the total booking cost has been paid via BACS (or is enclosed by cheque with this form) and the balance will be paid on or before the day of the visit.

Organiser’s signature ..... Date .....

### Booking and Payment Guidance:

- (a) **BACS Payments** – Please email this form to [info@buckinghamoldgaoltrust.org.uk](mailto:info@buckinghamoldgaoltrust.org.uk) when you have made the deposit payment via our bankers: Lloyds TSB; Sort Code: 30-91-39; Account No 00054287; Account name: Buckingham Old Gaol Trust No 1 Revenue (Charity) Account; Our Ref: name of your school
- (b) **Cheque Payments** - Please make cheques payable to “*Buckingham Old Gaol Trust*” and write the name of the school on the reverse. Enclose it with this form and post to:

**Buckingham Old Gaol Trust, The Old Gaol, Market Hill, Buckingham MK18 1JX**

Office Use	Form & deposit rec'd	In diary	Caretaker?	Balance Paid