

Early Years Booking Form

All group visits to the Museum must be pre-booked through The Learning Centre. Please telephone to check availability and to make a reservation before completing this form. Complete this form with as much information as possible to help us to process your booking. **Photocopy and complete a separate booking form if you are booking more than one visit or download additional copies from our website: www.msims.org.uk.**

About Your Group

Group name	Address	
		Postcode
Tel N ^o (inc code)	Fax N ^o (inc code)	
Date of visit	Arrival time	Departure time
Group leader	Group leader's mobile phone N ^o	
Age of children	Year group	
N ^o of children	N ^o of leaders	N ^o of other adults
Type of organisation e.g. group/nursery		
Please state your LEA (if applicable)		

Your Group's Requirements

Other facilities/services (Please tick box) Somewhere to eat a packed lunch Xperiment

Sessions (Please telephone to check availability and to make a reservation.)

Name of Session/Activity

Time/s (Please tick appropriate box) 9.45am 11.00am 12.15pm 1.30pm

Sessions are subject to a cancellation fee of £40.00 each, (or £20.00 for £30.00 sessions), unless 28 days notice is given.

Agreement

I will actively supervise my group at all times during their visit and will ensure a minimum ratio of adults to pupils as per DfES guidelines.

Signature of group leader

Date / /

Please spare a moment to complete the following:

How did you hear about our Education Programme?

Personal Visit Previous Group Visit Recommended by a Colleague Museum Website Other Museum Publicity

What is the main reason for your visit?

Special Exhibition Particular Gallery Collection Session General Visit

Would you like to receive email updates about events and exhibitions at the Museum? Yes

Email address *(Your email address will not be passed onto other organisations.)*

Post or fax the completed form to The Learning Centre.

Written confirmation of your booking, together with relevant session details/resources will be sent to you before your visit.

Payment for sessions, exhibitions and services can be made on arrival at the Museum.

The Learning Centre, The Museum of Science and Industry in Manchester, Liverpool Road, Castlefield, Manchester M3 4FP.
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