

# The Roche Court Educational Trust

New Art Centre, Roche Court, East Winterslow, Salisbury, Wiltshire SP5 1BG

T 01980 862 244 F +44 (0)1980 862 447 nac@sculpture.uk.com www.sculpture.uk.com

## Group Visits Booking Form

- Please read these guidelines then complete the form on the next page in **BLOCK CAPITALS**
- Use a separate booking form for each group visit
- This form is available as a pdf on our website.

### How to book

Retain a copy of this form for reference along with these guidelines.

- Before filling in the form please ring to check availability.
- Post or fax the completed form to the above address at least 14 days before you wish to visit.
- Our suggested group size is maximum 50.
- It is essential that you arrive on time. In the event that you are unavoidably delayed please telephone Lucy Salisbury on **01980 862 244**.

### Visitor Information

**Getting Here:** Please see our website [www.sculpture.ac.uk](http://www.sculpture.ac.uk)

**Parking:** Cars and minibuses proceed to car park, coaches can park in front of the main house. Please be careful not to drive on the grass.

**Education Centre:** The Education Centre can be used to deposit bags and picnics and as a venue for workshops and other educational activities for visiting groups.

**Lunches:** The New Art Centre does not have café facilities, but we do have a picnic area in the park and The Education Centre in case of wet weather. Please note that no eating or drinking is allowed elsewhere in the park or galleries.

**Clothing:** Most of the park is outside so please wear appropriate clothing and outdoor shoes.

**Photography:** Special permission is granted to take photos for educational groups only.

**Risk Assessment:** Please remember that you are responsible for doing your own risk assessment. Although every effort is taken to ensure visitors safety no responsibility can be accepted for any accident or loss by The Roche Court Educational Trust or the New Art Centre

**Group Visit Hours:** Monday – Friday from 10am to 4pm

### Guidelines for school visits

- Please circulate to all teachers and parent helpers coming to the park to ensure that your visit to the New Art Centre is a success.
- Please remember that children are teachers responsibility at all times.
- For safety reasons please make children aware how to behave appropriately, i.e. not to touch the sculpture and not to run anywhere in the park
- Please be aware we only have one WC, children must be accompanied by teacher/helpers
- Please inform us in advance of your visit if any children have special educational needs that we may need to be aware of.
- Groups of 20 or more will need to be divided into groups of no more than 15. Please arrange this prior to your visit.
- Please adhere to clothing advice above.

## Group Visits: Booking form

Please read all the guidelines first and then complete all sections of the form in BLOCK CAPITALS

Before filling in the form please ring to check availability.

Please post or fax the completed form to the address below at least 14 days before you wish to visit. You will be sent written confirmation and a pro-forma invoice. Payment is required on the day of visit either by cash or cheque. Unfortunately we do not have facilities to take card payments.

### Name and address of group or educational establishment:

Name.....

Address.....

.....

Town.....

County.....

Postcode.....

### Group Leader

Name.....

Position.....

Daytime Tel.....

Fax.....

Email.....

Mobile Tel (for emergency use).....

### Visit Information.

Number in group.....

Number of teachers/adult helpers.....

Please state year.....

Or

Age-range.....

### Proposed date and time of visit.

Date: DD / MM / 200

Arrival time:.....

Departure time:.....

Please tick if you would like to picnic in the park

### Booking required (please tick)

- Tour of park, gallery and Artists' House
- Foundry Workshop
- Careers Seminar
- Roche Riddles
- Primary Creative Practitioner Workshop
- New Generation Artist's Talk
- Stone Carving Workshop
- The Big Art Mob
- How Places Work

### Agreement

For groups of 20 and above a £30 deposit is required which is redeemable against the final invoice. **Please make your cheque payable to The Roche Court Educational Trust.**

**I accept The Roche Court Educational Trusts guidelines as set out in the leaflet.**

**Signature of teacher**

.....

**Date**.....