

## Group Visits Booking Form

Please ring or email to check availability before completing this form.  
Post, fax or email the completed form to the above address at least 14 days before you wish to visit.  
Please complete in BLOCK CAPITALS.

### School / Group Information

School / Group:	
Address:	

### Contact Information

Contact Name:		Position:	
Mobile tel. (for emergency use only):		Daytime tel.	
Email:			

### Booking Information

Date of Visit:	DAY / DD / MM / YR	Arrival time:		Departure time:	
Please indicate if you would like to picnic in the education centre or park YES / NO					
Number in Group:		Year Group:		Age range:	
Number of teachers /adult helpers:	<i>Please note the ratio 1:5 (aged 5-6), 1:8 (aged 7-10), 1:12 (aged 11-18)</i>				
Topic studying in class:					
Relevant Details: (access difficulties, special needs)					

### Current Charges – Please circle amount to be paid per person in group

<b>Students</b> (please note there is no charge for accompanying adults)	For visits <b>up to 4 hours</b> including guided tours of the park and current exhibitions, sketching workshops and use of the picnic facilities	<b>£3</b>
	For visits <b>over 4 hours</b> including guided tours of the park and current exhibitions, sketching / exhibition led workshops and use of the picnic facilities	<b>£5</b>
<b>Concessions</b>	For a guided tour of the park, gallery and Artists House lasting up to 2 hours	<b>£3</b>
<b>Adults</b>	For a guided tour of the park, gallery and Artists House lasting up to 2 hours	<b>£5</b>

Please note that for **groups of 20 and above a £30 deposit is required** which is redeemable against the final invoice.  
We do not have facilities to take card payments. Please make cheques payable to The Roche Court Educational Trust.

### Agreement

**Please note 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.**

**I accept the Guidelines for School, College and University visits as set out overleaf.**

**Signature..... Date.....**

***Please circulate to all teachers and parent helpers prior to your visit.***

### **Guidelines for School, College and University Visits**

1. Students are the responsibility of teachers at all times.
2. Students should be made aware of appropriate behaviour at Roche Court including
  - Not touching the sculptures and exhibits
  - Not running anywhere in the park or galleries
  - Not eating or drinking except in the designated picnic areas
  - Not depositing litter anywhere except in the bins provided
3. Please observe the adult to child ratios 1:5 (aged 5-6yrs), 1:8 (aged 7-10yrs), 1:12 (aged 11-18yrs)
4. Groups of 20 or more will need to be divided into groups of not more than 15. Please arrange this prior to your visit.
5. Please be aware that we currently only have one WC and children must be accompanied at all times.
6. 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. If you would like a copy of our Risk Assessment please contact the education team, this however does not negate your own responsibility to carry out an assessment.
7. It is essential that you arrive on time. In the event that you are unavoidably delayed please telephone the office (01980 862244) to advice of ETA.

### **General Information**

#### **Visiting Hours**

Monday – Friday (not including bank holidays) 10am – 4.30pm

#### **Getting Here**

Please see our website [www.sculpture.uk.com/visit/](http://www.sculpture.uk.com/visit/)

#### **Parking**

Cars and minibuses should proceed to the car park. Coaches can park in front of the main house. *Please ask drivers not to drive on the grass and to be aware of sculptures placed near the main house when parking.*

#### **Lunches**

We do not have café facilities but we do have an indoor and outdoor picnic area for groups of school, college and university students.

#### **Clothing**

We will spend the majority of time outdoors so please advice the group to wear appropriate clothing and footwear. (i.e. wellies & waterproofs if wet)

#### **Photography**

Special permission is granted for students to take photographs.