

# Educational Visits Booking Form 2024

Preferred Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

School name \_\_\_\_\_

Contact name \_\_\_\_\_

Number of children \_\_\_\_\_ School year group \_\_\_\_\_

Time of arrival **10.00am** \_\_\_\_\_ Departure time **2.00pm** \_\_\_\_\_

School address \_\_\_\_\_

Postcode \_\_\_\_\_

Lead Teacher Email \_\_\_\_\_ Telephone \_\_\_\_\_

Invoicing Email \_\_\_\_\_

How many accompanying adults? \_\_\_\_\_

Free admission for 1 adult with every 10 children.

Maximum of 2 x 1:1 support staff free

Additional adults £10 per person (incl. VAT)

Please tick the course you would like to do, and return with your choice of modules.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Life in the Stone Age  | <input type="checkbox"/> Roman Britain | <input type="checkbox"/> Meet the Ancestors |
| <input type="checkbox"/> Life in the Bronze Age | <input type="checkbox"/> Normans       | <input type="checkbox"/> The Egyptians      |
| <input type="checkbox"/> Life in the Iron Age   | <input type="checkbox"/> Tudors        | <input type="checkbox"/> Ancient Greeks     |
| <input type="checkbox"/> Anglo-Saxon Life       | <input type="checkbox"/> Elizabethans  |   |
| <input type="checkbox"/> The Vikings            | <input type="checkbox"/> Victorians    |   |

To support your 1:1 free staff places, please let us know any special needs your group may have

If you would like the children to visit our Gift Shop please tick

Please telephone the office on 01206 330784 if you would like to come for a pre trip visit

## Terms and Conditions

- Cost per child £10.00 plus VAT (£12.00) - minimum charges apply.
- Minimum charge £300 plus VAT (£360)

To secure your booking, please complete and return this form with a non refundable deposit of £50 payable by BACS or credit/debit card. Please request an invoice for details. If only payment method is by cheque, please make payable to: The Marney Partnership. Bank declined cheques incur a fee.

For the balance, we will send you an invoice based on the details you provide on your completed booking form. Payment of this invoice is due 14 days before the visit. The staffing level that we provide will be based on the numbers detailed in your invoice.

If your numbers increase on the day, we will provide an additional invoice to reflect this increase.

We do not give refunds where the numbers of children is less than the number shown on your booking form, as we arrange the staffing for your visit according to the numbers shown on your booking form.

Layer Marney Tower

Nr. Colchester, Essex CO5 9US

Telephone 01206 330784, Fax 01206 330884

Email [admin@layermarneytower.co.uk](mailto:admin@layermarneytower.co.uk) [www.layermarneytower.co.uk](http://www.layermarneytower.co.uk)

VAT Registered Number 549 918096

The Marney Partnership