

Schools Booking Form



Name	
School	
Address	
Borough	
Postcode	
Telephone (mobile)	
Email	

Date of visit	(Please note that the gallery is closed on Tuesdays)
Second choice	
Third choice	

Number of students	(maximum 30)
Number of adults	(Please allow for the required adult/student ratio of 1:10)
Age range of students	
Special educational needs	

Approx. time of arrival - Please note we recommend that school groups arrive as close to 10am as possible.	
Approx. time of departure	
Would you like to book a workshop with	

theWholeStory?	
Do you require the lunchroom?	

<p>I have read and accept the following:</p> <p>It is a condition of the booking that the group leader is fully responsible for the behaviour of the students in the gallery. Leaders must remain with their groups at all times, with the correct ratio of supervisory adults present.</p> <p>Should you need to cancel the workshop booking once it has been confirmed, this must be done <i>at least 7 days</i> prior to the date of the visit in order to avoid incurring a charge of £300 + VAT (the cost of the workshop).</p>	
Name	
Date	

<p>Planning/Risk assessment:</p> <p>We can supply you with a Hazard Identification Sheet to help you prepare for your visit and complete your risk assessment. We highly recommend that group leaders come on a preliminary visit. We would be delighted to meet you to assist with your planning.</p>	

If you have any queries or would like to make a booking, please contact our Education Coordinator:
 Emily Hewes
education@twotempleplace.org
 020 7836 3715