Schools

Booking

Form

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| --- | --- |
|  |  |
| Name |  |
| School |  |
| Address |  |
| Borough |  |
| Postcode |  |
| Telephone(mobile) |  |
| Email |  |

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| --- | --- |
|  |  |
| Preferred date of visit  | (Please note that the gallery is closed on Tuesdays and we do not take workshop booking for the last day before/or first day after school holidays) |
| 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 |  |
| Access requirments |  |

|  |  |
| --- | --- |
|  |  |
| Approx. time of arrival - **Please note we recommend that school groups arrive as close to 10am as possible.** |  |
| Approx. time of departure |  |

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|  |
| I have read and accept the following: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.Should you need to cancel the workshop booking once it has been confirmed, this must be done *at least* 7 days prior to the date of the visit in order to avoid incurring a charge of £300 + VAT (the cost of the workshop).  |
| Name |  |
| Date |  |

|  |
| --- |
|  |
| Planning/Risk assessment: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.  |

If you have any queries or would like to make a booking, please contact our Education Coordinator:

Georgia Murphy

education@twotempleplace.org

020 7836 3715