



ACTIVITY SESSION BOOKING FORM

CONTACT DETAILS			
Name of School:			
Name of Contact:			
Address:			
Postcode:		Telephone:	
E-mail:			
FOR ACTIVITY SESSIONS/VISITS			
Date of Activity Session/Visit:			
Location of Activity session:		Museum	School
Time of Arrival:		Departure:	
Number in Party: Students:	Teachers:	Adults:	
Any specific requirements			
** Lunch required for: Students:	Teachers:	Adults:	
Please specify any dietary requirements:			
Age of Students:		Key Stage:	
PAYMENT			
Please make cheques payable to "Workington Heritage Group" or pay via BAC using Account Number:			
PAYMENT AND CANCELLATION POLICY			
<p>All bookings must be confirmed within 14 working days of making a provisional booking. To confirm a booking, the relevant form must be signed and returned. If a booking is not confirmed within the designated time, it will be taken as being cancelled. 48 hours notice must be given to cancel a booking, otherwise a full charge will be payable. **Lunch can be provided at an additional cost. Please contact the Museum for details.</p> <p>I have read the Payment and Cancellation Policy and agree that the details given are correct.</p>			
Signed:		Date:	
Where did you hear about us?:			
Would you like to be added to our mailing list for future events?		Yes / No	
E-mail address for the purpose of mailing list:			



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SESSION	(Tick)	DURATION	COST £
A Victorian Christmas		Full Day	6.50 per child
Be a Museum Curator for a Day		Full Day	6.50 per child
The Curwen Family and Workington Hall		Full Day	6.50 per child
The Helena Thompson Experience		Full Day	6.50 per child
The Victorians		Full Day	6.50 per child
Workington Buildings and Maps		Full Day	6.50 per child
Life in Workington 100 Years Ago		Half Day	3.50 per child
Workington Buildings and Maps		Half Day	3.50 per child
Anglo Saxons in Britain & Cumbria		Half Day	3.50 per child

If you have a topic which is not covered in the above Sessions, please contact the Museum Manager to see how we can use our resources to support you.

The Museum has the necessary policies and procedures in place including health & safety, equality, safeguarding etc. and all policies are reviewed on a regular basis. Copies are available if required.

The Museum has the appropriate public liability insurance and a copy of The Helena Thompson Museum Risk Assessment is available.

Completion of the Helena Thompson Session Evaluation Form is expected as feedback and is appreciated.

Please return your completed booking form to:

Tricia Poole
 The Helena Thompson Museum
 Park End Road
 Workington
 CA14 4DE

Telephone: 01900 64040

Email: triciap@workingtonheritagegroup.org.uk