**School Visit – Booking Form**

We charge £4 per student for learning sessions, self-guided visits are free of charge. A list of our [learning sessions](https://www.congletonmuseum.co.uk/learning-sessions/) can be found on our website. All school and youth group visits must be pre-booked. Museum visits to schools are charged £75 per class (up to 30 students).

|  |  |
| --- | --- |
| **Group leader** |  |
| **School/group name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Date of booking** |  |
| **Do you want to book a learning session?** |  |
| **Which learning session do you want to book?** |  |
| **Arrival time** |  |
| **Leaving time** |  |
| **Number of students** |  |

|  |  |
| --- | --- |
| **Number of adults/teachers** |  |
| **Is there anything else you think we should know about?** |  |

**For Congleton Museum to complete**

|  |  |
| --- | --- |
| **Total** |  |
| **Payment Received?** |  |

**More Information**

**Payment:**

You will be invoiced for your learning session following your visit. We require payment within 1 month of receipt of the invoice.

**Cancellation:**

Please let us know if as soon as possible if no longer require your booking.

To cancel, please email [info@congletonmuseum.co.uk](mailto:info@congletonmuseum.co.uk).

**When you arrive**

Please make yourself known to a member of staff or volunteer, the Sue Dorman room is located

upstairs (the first room on the left).

**Access**

There is step-free access to the museum. The Sue Dorman room is located upstairs, there is a stair lift which can accommodate 1 person at a time and is accessible for wheelchair users. There is 1 disabled parking space outside the museum. More information on accessibility can be found on our website.

<https://www.congletonmuseum.co.uk/accessibility/>

**Parking**

There are limited spaces outside the museum. The museum is located on Market Street, Congleton, CW12 1ET (behind the Town Hall). Fairground car park opposite Morrisons offers low-cost parking and is only a 2 minutes’ walk to the museum. It is usually possible to drop off outside the museum if coming in a minibus or even separate cars.

If you require further information, please contact either Anna Maluk (Assistant Manager) or Ian Daughty (Chair of Trustees) by email [info@congletonmuseum.co.uk](mailto:info@congletonmuseum.co.uk) or telephone 01260 276360.

**We are a registered charity. Funds raised from school bookings go towards the cost of running the museum, help enhance the collection, and fund various projects that support our community. They also help us to provide learning resources for schools and youth groups.**

**We thank you for choosing to visit Congleton Museum, and we hope that we see you again soon.**