

# Booking Form

IMPORTANT - All Group visits to the Museum of Science and Industry must be pre-booked through the Learning Department (for groups more than 10 people). School groups who wish to book a show/session should please call for availability to make a reservation before completing this form. Please provide us with as much information as possible to help us process your booking effectively. Our contact number is 0161 833 0027.

## About your group

Group/School Name .....

Address .....

Postcode .....

Tel No. (inc area code) .....

Borough .....

Group Leader Name .....

Mobile telephone number .....

Email Address .....

Date of Visit .....

Arrival time .....

Departure Time .....

Year group .....

Uniform Colour (if applicable) .....

Number of children under 16 years .....

Number of children 16-18 years .....

Number of 18+(INCLUDING TEACHERS) .....

Would you like to be added to the Learning e-newsletter mailing list?  Yes  No

**Group Shows/Sessions – Pre Booked ONLY** (Please leave blank if not applicable)

Please complete **after** you have spoken to a member of the Learning team about a booked show/session

Show/Session Name ..... Time/s Booked (please tick)  10.30  11.30  13.15  14.00

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Show/Session Name ..... Time/s Booked (please tick)  10.30  11.30  13.15  14.00

Please note all paid shows/sessions are subject to a cancellation fee unless 2 weeks notice is given.

Would you also like to book; the Revolution Manchester Show? (free)  an Engine Demonstration? (free)  a Manchester Mills Demonstration? (free)

### Additional Extras

Would you like to book a space to eat your own packed lunch in our picnic area? (30 minutes)

Would you like to spend time in our interactive gallery; 'Experiment'? (30 minutes)

Are there any special requirements? Please note these in your email to the team, or if posting, please write them on the back of this form.

### Souvenirs -

Would you like to pre-book souvenirs for your class?

**Option A** £2.50 per child – A branded pen, and a pot of Playfoam (encourages engineering and sculpting skills)

**Option B** £4.50 per child – A branded pen, a pot of Playfoam, and a branded slinky (tick box)

All requests will be sent our  retail team who will be in touch with you prior to your visit.

## Agreement

I will actively supervise my group at all times during our visit (any child aged 16 and under as per museum guidelines) and will ensure a minimum ratio of adults to pupils as per Department for Education guidelines.

I will inform the Learning department if we need to cancel our trip, at least 2 weeks in advance, and understand that failure to do so will incur a cancellation fee (for paid shows only)

How did you hear about our Learning Programme? STEMNET  PERSONAL VISIT  PREVIOUS SCHOOL VISIT  RECOMMENDED BY A COLLEAGUE  MUSEUM WEBSITE

OTHER  Please state .....

Please scan and email the completed form to us at [Learning@msimanchester.org.uk](mailto:Learning@msimanchester.org.uk), or post to 'The Learning Team, The Museum of Science and Industry, Liverpool Road, Manchester, M3 4FP'

Although every effort has been made to ensure that details are correct at time of publishing, the museum reserves the right to change prices and any other information as necessary.