

EDUCATION VISIT BOOKING FORM

Thank you for your interest in visiting Strawberry Hill House with your educational group. Please complete and return this form to us as soon as possible by post or email learning@strawberryhillhouse.org.uk

Name of establishment			
Date of visit			
Class / Year (s)			
Current topics / literature studied			
Your name		Email address	
Telephone no.		Group leader name and mobile no	
School address			

Workshop	No. of Students	Visiting Adults	Per person	Session, and max. capacity per session	Timings
<i>Marvelous Miniatures</i> (Reception/KS1)			£15	25 to 30* pupils Mon/Tues	10.00am – 12.45pm
<i>What is Gothic? (Half)</i> (KS3)			£15	20 to 80* pupils Mon/Tues	10.00am – 1.15pm
<i>What is Gothic? (Full)</i> (KS3)			£15	80 to 120 pupils Mon/Tues	10.00am – 2.00pm
<i>What is Gothic? Tour & lecture</i> (KS5/UG/PG)			£16	Up to 30* Wed/Thurs	10.30am – 12.30pm 3.00pm – 5.00pm
<i>Tour only</i> (KS5/UG/PG)			£15	Up to 20 Wed/Thurs/Fri	10.30am – 11.30am or 3.30pm – 4.30pm

*Please note smaller groups may need to pay for additional numbers or at a higher rate to cover the operational costs of their visit

Arrival time		Depart time		Method of transport	
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If any of your students has additional needs, please let us know in advance _____

IMPORTANT:

All rates are subject to VAT. Your booking will not be considered complete until the booking form and £150 deposit have been received. Full payment of the remaining balance must be made 30 days ahead of the visit.

FULL PAYMENT & CANCELLATION POLICY:



Deposit invoice will be submitted upon receipt of booking form. Once your non-refundable deposit is sent, your booking is fully confirmed in our calendar – any cancellation we will retain the deposit. We have the right to withdraw the booking if the deposit is not paid within 30 days.

We need to receive final numbers two months in advance, to ensure sufficient staff and materials. This number will be your minimum required payment; however, we are happy to invoice you (for immediate payment) for additional students closer to the date, should your numbers change.

We will invoice you for the balance (less deposit) 60 days before the visit, or as soon as we receive your deposit. This is due for payment within 15 days.

Cancellation before 45 days, we will retain the deposit, and no further payment is due. After 45 days, we will retain deposit plus 50% of the balance. You also will have the option to rebook your slot within 6 months for which the 50% payment will be credited towards.

If you are booking within 2 months of your visit, we will request the full amount, to be paid within 15 days.