

## NELSAM Schools/Group Visitor Form

NELSAM welcomes visits by schools or organised groups including; Scouts, Cubs, Brownies, Cadets, seniors and veteran's organisations. If circumstances allow groups may be escorted by a museum volunteer or visitors can be self-guided. Bookings for guided visits must be made no less than **three weeks** before the visitation date. Self-guided tours must be booked no less than **one week** before the proposed date of visit.

Due to high demand visits cannot be confirmed until you have received email confirmation from NELSAM. Some presentations may be available on request covering aspects of history or technology. If your group has a specific interest or requirements NELSAM will try and meet these needs.

Please note that children and at-risk adults must be supervised and are the responsibility of the tour organisers.

NELSAM charges £3.50 per child for scouts and school parties. Teachers and supervisors will be admitted free of charge. Veterans and other groups will be admitted according to the museums standing charges as advertised on our website ([www.nelsam.org.uk](http://www.nelsam.org.uk)). Again, carers and supervisors will be admitted free of charge.

Health and safety guidance should always be followed. Schools and youth organisations should always complete NELSAMs Risk Assessment form (available from our website) and advise of any special needs. Advice can be given to help arrange visits.

To assist your visit please provide the museum with following information which will be retained in confidence and not passed on to third parties:

### Date of Proposed Visit

### School/Group Information

Please tell us about your Group. Tour organisers should enter the name of their Group & Company.

School/Group

Address

Postcode:

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Contact Telephone Number

Contact E-mail Address

## Group Leader Contact Information

Please list the contact information for the group leader on the day of the visit. NELSAM will contact the person named below with any queries and to confirm the appointment.

Name

Contact Number

Email

## Group Size

Due to high demand NELSAM limits group size to one group of up to forty students/persons per day. NELSAM requires one teacher or carer per ten students or more if students have special needs. The museum does not charge organised groups but as a charitable trust a contribution towards NELSAM's work is appreciated. Parents may accompany their children on school visits, but would be expected to pay the normal adult entry fee. NELSAM has no catering facilities however the museum has a small tea room where hot drinks can be bought. Other refreshments can be bought in the museum shop. Packed lunches can be consumed in the function room for larger groups.

Numbers of Children/Students

Numbers of Teachers & Teaching Assistants

Average Age of Children

Numbers of Seniors (Age Over 65)

Any Special Needs or Requirements i.e. wheelchair access

# NELSAM Schools/Group Visitor Form

Estimated Arrival Time

Proposed Length of Visit

Will this be your first visit to NELSAM? (Please circle)

Yes

No

Please select the following visit (Please circle)

Guided

Self-Guided

Please underline which option matches your organisation the most

School/College

Youth Organisation

Community Organisation

Tour Operator

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\*NELSAM reserves the right to cancel appointments at short notice or to refuse admission

NELSAM: [www.nelsam.org.uk](http://www.nelsam.org.uk) Email: nelsam\_education@outlook.com Tel: 0191 519 0662