

Muncaster Castle Educational Visit Booking Form

Name of Organisation..... Name of Main Contact

Address..... Date of Visit

..... Time of Arrival

Post Code Estimated Time of Departure

Day Telephone Number..... Mobile Number.....

Email Address.....

Please note: In order to qualify for the group rate the group must have a minimum of 12 people.

Tickets Required	Group Rate	Approx Nos	Total Amount
Adult – 1 adult / 10 children Free of charge	F.O.C		
Adult – Gardens, Hawk & Owl Centre, Maze Special rate – additional adults charged Child rate	£5.00		£
Child – Gardens, Hawk & Owl Centre, Maze	£5.00		£
Under 5s Free of charge	F.O.C		
Themed Study Tour – for all members of the group (please see booking details below)	£1.00		£
Total number of visitors and amount due			£

Tour booking requirements: We would like to book the following tours or events:

Themed Study Tour (state the tour).....

Please select: KS1 KS2 KS3 KS4

World of Owls 11.30 am **Sky Hunters Bird Display 2.00 pm**

❖ **Payment for your visit will be made by (Please tick):**

On the day by: Cash **Cheque** **made payable to M.V.M. Ltd** **Credit or debit card**
Or by Invoice We will require confirmation of the number of people attending 2 weeks prior to your visit. Your invoice will be sent to you after receiving this information.

❖ We may be able to offer your group the use of one of our Function Rooms for the duration of your stay to store bags and coats and to use at lunch time if it is wet.

❖ We are also may have available a Study Room if required.

❖ Confirmation of your Group Booking along with a suggested itinerary (if tours are required) will be sent by either e-mail or post.

❖ **Late Arrival**

A late arrival may result in a reduction in time of the first activities in order to get your visit back on track. To avoid this, please allow plenty of time for travel!

❖ **For further information, please contact us directly on 01229 717614 or info@muncaster.co.uk**

Muncaster Castle Educational Visit Booking Form (cont)

Photo consent form for use by visiting educational groups

Occasionally, we may ask to take photographs of groups visiting Muncaster and enjoying the facilities offered. We may use these images in our social media, on our website or in promotional literature. We may also ask if we can make video or webcam recordings for promotional purposes.

Depending on the occasion, Muncaster may be visited by the media who will take photographs or film footage and members of your visiting group might appear in these images which may appear in local or national newspapers or on televised news programmes.

To comply with the Data Protection Act 1988, we need permission before we can photograph or make any recordings of the children or young people in your care. We understand that you would usually need consent in writing from the parent or guardian of all members of your group before we may do this. Could you please indicate below whether we may use images of your group's visit below (subject to conditions if required) and return it with your booking form?

We are most grateful to groups and individuals who allow us to use their images but we do not take your consent for granted and your completion of this form is entirely optional. Thank you.

Please circle or delete to indicate your answer

May we use photographs of your group in printed materials materials to promote study visits to Muncaster?

Yes / No / With conditions*

May we use photographs of your group on our website?

Yes / No / With conditions*

May we record your group's visit on video?

Yes / No / With conditions*

Are you happy for images from your group's visit to appear in the media?

Yes / No / With conditions*

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. We will not name individuals or organisations in images without your express consent, although this may be apparent from (e.g.) uniform embroidery. We will not use images with anyone not suitably dressed. We understand that while a majority of a group's members may willing to be pictured, some individuals or their guardians may not wish for their image to be used and we are happy to work around this with your assistance.

Organisation name _____

Contact Name (capitals): _____ Date: _____

Conditions attached to the above consents _____
