

# Buckingham Old Gaol Museum – Group Visit Booking Form

Please Note - special interest visits and themed town walks may also be available by arrangement. Please call 01280 823020 to discuss your requirements.



## PLEASE NOTE OUR BOOKING CONDITIONS:

- Groups are a minimum of five and a maximum of twenty and subject to the availability of a Tour Guide
- For groups of ten or more, the organiser receives free entry and does not need to include him/herself in the number attending
- The package includes Museum entry, a guided tour of the main exhibits and an opportunity to browse in the shop, purchase souvenirs etc
- The Museum cannot provide refreshments but daytime groups are welcome to use the Exercise Yard Gallery for a chat at the end of their tour or to eat their own packed lunch, but should note that the Museum closes at 4.00pm, and that all waste must be removed from the premises
- Should it be necessary to cancel your booking, the following cancellation fees shall apply: up to 14 days before event – deposit is retained; less than 14 days before event – full payment is required; if rescheduled at the time of cancellation, the cancellation fee is reduced by half

Name of Group (including name of company or organisation, if appropriate)	Type of Group please tick/complete as appropriate)	
	<input type="checkbox"/> <b>Scouts/Guides</b>	<input type="checkbox"/>
Name of Organiser	<input type="checkbox"/> <b>Other Youth Group</b> (please state name below)	
Address	Postcode:	
	<input type="checkbox"/> <b>U3A</b>	<input type="checkbox"/>
	<input type="checkbox"/> <b>History/heritage etc</b>	<input type="checkbox"/>
Telephone	<input type="checkbox"/> <b>Other</b> (please state below)	
Mobile		
Email		

Date of proposed visit:		Arrival time:		
Tick as required	Requirements	Cost per person	Number in Group	Total cost
<input type="checkbox"/>	<b>DAYTIME TOUR</b> (Monday to Friday, between 10.00am and 4.00pm)	Adult - £5.00		£
		Child - £3.00		£
<input type="checkbox"/>	<b>EVENING OR SUNDAY TOUR</b> (One hour approximately and subject to availability)	Adult - £6.00		£
		Child - £4.00		£
		Plus £10.00 Caretaking fee		£

<b>TOTAL COST OF THIS BOOKING</b>	<b>£</b>
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**Declaration** – the Group Organiser undertakes to comply with the Booking Conditions above and to abide by the Tour Guide’s instructions at all times. In accordance with the Booking and Payment Guidance below, a deposit of 50% of the total booking cost has been paid via BACS (or is enclosed by cheque with this form) and the balance will be paid on or before the day of the visit.

Organiser’s signature ..... Date .....

## Booking and Payment Guidance

(a) **BACS Payments** – Please email this form to [info@buckinghamoldgaoltrust.org.uk](mailto:info@buckinghamoldgaoltrust.org.uk) when you have made the deposit payment via our bankers: Lloyds TSB; sort code: 30-91-39; Account No 00054287; Account name: Buckingham Old Gaol Trust No 1 Revenue (Charity) Account; Our Ref: name of your organisation

(b) **Cheque Payments** – Please make cheques payable to Buckingham Old Gaol Trust and write the name of your organisation on the reverse. Enclose it with this form and post to:

**Buckingham Old Gaol Trust, The Old Gaol, Market Hill, Buckingham MK18 1JX**

Office Use	Form & deposit rec’d	In diary	Caretaker?	Balance Paid