**Booking for Museum Visit**

Could you please fill in this form and return to the Museum as a confirmation of your booking. Please make a copy for your own records.

|  |  |
| --- | --- |
| **School:** |  |
| **Address:** |  |
| **School Contact:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Date of visit:** |  |
| **Topic of Study:** |  |
| **Time of Arrival:** |  |
| **Time of Departure:** |  |
| **Number of Students:** |  |
| **Year(s):** |  |
| **Special Requirements:** |  |

|  |  |
| --- | --- |
| **Signature of School Organiser:** |  |
| **Date:** |  |

**A Guide to your visit**

* Schools are required to give at least 24 hours notice of cancellation.
* School staff are responsible for student discipline.
* School staff must assist with actively involving their students with the provided activities and assist museum volunteers where required.
* Students must not touch exhibits in Museum displays unless instructed by Museum volunteers.
* A disabled toilet is available in the Museum of Rural Technology building for wheelchair students.
* Please fill out an evaluation form after your excursion which will assist Museum volunteers in providing a better experience for your next visit.
* Cost per student is $5.

We hope you have an enjoyable visit to our Museum with your students. Please discuss any future visits and requirements with any of our Museum volunteers.

**Museum Contact:** Jacki Irvine

**Home Phone:** 6366 3576 **Home** **Email:** jaquelineirvine@bigpond.com

**Museum Phone:** 6366 3980 **Museum Email:** millthorpemuseum@gmail.com