

**Booking Application Form**

IMPORTANT: Completing and returning this form does not constitute a booking. Booking application forms will be dealt with in order of receipt. If your application can be accommodated a confirmation will be sent to you as soon as possible. If you have had no contact from us within 10 working days please telephone us on 01664 569946. Please do not book transport until confirmation is received. Please apply early to avoid disappointment.

**YOUR DETAILS**

Date of visit (please give alternatives if possible)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Name of teacher / organiser \_\_\_\_\_

Name of school / organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Emergency Contact No. (Out of school hours) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Age Range of Students \_\_\_\_\_

Approximate time of arrival \_\_\_\_\_ Departure \_\_\_\_\_

Do you require the use of our covered yard for lunch?      YES      NO

**ORGANISATION**

Nursery

Primary School

Secondary School

Special School

Other (please specify)\_\_\_\_\_

**EDUCATIONAL LEVEL**

Pre-school

KS1

KS2

KS3

KS4

GNVQ

A-Level

Degree

Other (please specify)\_\_\_\_\_

Please indicate areas of special interest during this visit:

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**SPECIAL NEEDS**

It is important to fill in the following as the more information we have the more we can assist.

Do any of your students have SEN? YES How many?\_\_\_\_ NO

If yes, please specify type/s of SEN\_\_\_\_\_

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Do you require any extra advice or assistance (please specify)?\_\_\_\_\_

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Please let us know how you found out about the educational facilities we have on offer

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Melton Carnegie Museum is registered under the Data Protection Act 1998 and will process your personal details in accordance with this act. By signing this form you consent to the processing of your data by us for the purpose of booking your visit. From time to time we send out details of educational events and exhibitions offered at Melton Carnegie Museum.

If you would like to be entered onto our mailing list please tick this box

If you wish us to confirm receipt of your booking application, please enclose a stamped addressed envelope when you return this form.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:

Melton Carnegie Museum  
Thorpe End  
Melton Mowbray  
Leicestershire  
LE13 1RB

Or fax to:

01664 564060.

For enquiries please telephone 01664 569946.