COWPER & NEWTON MUSEUM
Reg. Charity No. 310521

GROUP VISIT/ TALK RATES - 2021

Group 10 visitors and MORE …

PRE-BOOKED SELF LED	Previously purchased Annual Admission Pass and approved 2-for-1 Pass NOT VALID Adult museum and gardens = £6.50 (No concessions) Adult - gardens only = £3 Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult. School visit – see fees below)
PRE-BOOKED + TOUR GUIDE REQUIRED	Previously purchased Annual Admission Pass and approved 2-for-1 Pass NOT VALID Cowper & Newton Museum Tour Guide fee = £25 Adult: £6.50 (No concessions) Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult)
PRE-BOOKED OLNEY TOWN TOUR	Previously purchased Annual Admission Pass and approved 2-for-1 Pass NOT VALID Subject to Town Tour Guide availability Adult: £6.50 (No concessions) Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult. School visit – see fees below)

Group LESS THAN 10 visitors …

MUSEUM & GARDENS SELF LED	Includes an Annual Admission Pass – please collect from the Shop. Previously purchased Annual Admission Pass and 2for1 pass is valid. Adult museum and gardens: £7.50 (No concessions) Adult - gardens only = £4 Child: Under 16 years = Free (Children must be accompanied by an an adult. School visit – see fees below)
PRE-BOOKED MUSEUM & GARDENS + TOUR GUIDE REQUIRED	Previously purchased Annual Admission pass and all 2-for-1 passes NOT VALID Cowper & Newton Museum Tour Guide fee = £25 Adult: £7.50 (No concessions) Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult. School visit – see fees below) Deposit £25 (to be deducted from overall fee, or retained should cancellation be less than 1 week's notice)
PRE-BOOKED OLNEY TOWN TOUR	Previously purchased Annual Admission pass and all 2for1 passes NOT VALID Subject to Town Tour Guide availability. Cowper & Newton Museum Town Tour Guide fee = Minimum fee £30 (1-4 people) Adult: £7.50 (No concessions) (5 people and above) Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult. School visit – see fees below)

School Parties, External talks, Refreshments and Shop …

SCHOOL PARTIES/ TALKS ACADEMIC RESEARCH	Educational Visits - Sessions 1.5 hours. 10 children and over = £3 per child 5-16 years / Under 10 children minimum fee = £30. One (free) adult to every 6 children. Additional adult £6.50 per person (from 17 years). Our rooms are small - children will be split into groups. Please make sure each group is accompanied by a DBS checked adult. Talks at school = request fee. See 'Pre-booked Olney Town Tour' for details of town tour. Academic research visit – please contact the Museum to discuss. Previously purchased Annual Admission pass and all 2-for-1 passes NOT VALID
HOME SCHOOL TOURS	10 children and over = £3 per child 5-16 years / Under 10 children minimum fee = £30 One (free) adult to every 6 children. Additional adult £6.50 per person (from 17 years). Our rooms are small - children will be split into groups. See 'Pre-booked Olney Town Tour' for details of town tour.
EXTERNAL TALKS	We are happy to respond to requests for speakers for local societies = £70 per talk *Occasionally it is necessary to levy a charge to cover transport costs at 25p per mile.
REFRESHMENTS	Must be pre-booked. Tea, coffee and biscuits in the museum Courtyard (May to Sept) = £3.50 per person.
PRE-ORDER SHOP ITEMS	Our museum shop has unique items and great gift ideas. View a selection of these on our website – click on 'Visit Us!' and 'The Shop'. Pre-order ready for your visit – 01234 711516 with 24 hours notice.

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COWPER & NEWTON MUSEUM

Reg. Charity No. 310521

GROUP VISIT and/or TALK BOOKING FORM - 2021

Name of Group:			
Contact:			
Contact Telephone No:			
Contact Email Address:			
Contact Address:			
Date of Visit/ Talk:			
Museum/ Our Venue	*Arrival time:*	*Departure time:*	*Refreshment time:*
Number in Group:	*Adults:*	*Children:*	*Age of children:*
Theme/ special request			
*Special access needs:			
How did you hear about us?			

My group would like to book (✓) : (Subject to Volunteer availabilty – please contact the House Manager)

Introductory talk only ☐ Museum only tour ☐ Gardens only tour ☐ Museum and Gardens tour ☐

Olney Town tour ☐ Refreshments (May to September only) ☐ Academic research ☐

Talk at our venue ☐ and please bring your 'Pop-Up Shop' of unique items and great gift ideas ☐

My group would like to pay as follows (✓):

Cash☐ Cheque☐ Credit card☐ BACS transfer ☐ *Sort code 20-05-74 A/C80294616 Cowper Memorial Museum*

I will pay my deposit by: Cash☐ Cheque☐ Credit card☐ BACS transfer ☐

Please raise an invoice ☐ I enclose my deposit of £25. Cheque no ……/ Balance to pay £……

All fees are in pounds sterling. Cheques should be made payable to: The Cowper & Newton Museum.

*As we are a volunteer-run charity with no external funding it would be appreciated if you could pay **BEFORE** your visit. **If paying by cash on the day, please bring the correct change to speed up the admission process.***

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* Disabled access: Wheelchair/mobility scooter access to the gardens and Viper Barn. Cowper's kitchen, Hall and Parlour accessible by 1-2 shallow steps. Short films about the museum to watch in the Shop area for those unable to manage our stairs (over 3 floors). We do advise that our Museum has 6 small flights of stairs. If you have people in your party that may struggle to keep up with a guided tour, the Introductory Talk option allows groups to go at their own pace.
* To visit St Peter and St Paul Church: Contact the Church Administrator on 01234 241721 or office@olney.church

OFFICE USE ONLY	*1) Today's date:…… ……*	*5) Tour guides……*	*10) On calendar: Yes/ No*
	2) Deposit cheque no……..date……	*6) Room stewards……*	*11) On SASCO: Yes/ No*
	3) Acknowledged receipt of deposit ☐ balance☐	*7) Refreshment provider……*	*12) On spreadsheet:Yes/ No*
	3) Paid balance date……	*8) Gazebo needed? Yes/ No*	*13) In costume: Yes/ No*
	4) St Peter and St Paul Church informed: Yes/ No	*9) Email grp organiser……*	

NB: Please be aware that we may not be able to offer all our usual options due to Covid-19 restrictions.