



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 = £3.50 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	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	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.



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?			

Please tick all boxes your group would like ✓: (Subject to Volunteer availability – 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 (Please tick the box that applies ✓):

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.

* 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 <input type="checkbox"/> balance <input type="checkbox"/>	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.