



## GROUP VISIT/ TALK RATES - 2022

### Group 10 visitors and MORE ...

<b>PRE-BOOKED SELF LED</b>	Previously purchased Annual Admission Pass and approved 2-for-1 Pass NOT VALID Adult museum and gardens = £7 (No concessions) Adult - gardens only = £3.50 Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult. School visit – see fees below)
<b>PRE-BOOKED + TOUR GUIDE REQUIRED</b>	Previously purchased Annual Admission Pass and approved 2-for-1 Pass NOT VALID Cowper & Newton Museum Tour Guide fee = £25 Adult: £7 (No concessions) Group organiser = Free Child: Under 16 years = Free (Children must be accompanied by an an adult)
<b>PRE-BOOKED OLNEY TOWN TOUR</b>	Previously purchased Annual Admission Pass and approved 2-for-1 Pass NOT VALID Subject to Town Tour Guide availability Adult: £7 (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 ...

<b>MUSEUM &amp; GARDENS SELF LED</b>	Usual admission rates apply – see our website for details
<b>PRE-BOOKED MUSEUM &amp; GARDENS + TOUR GUIDE REQUIRED</b>	Previously purchased Annual Admission pass and all 2-for-1 passes NOT VALID Cowper & Newton Museum Tour Guide fee = £25 Adult: £7 (No concessions) Group organiser = Free/ Minimum charge £50 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)
<b>PRE-BOOKED OLNEY TOWN TOUR</b>	Previously purchased Annual Admission pass and all 2for1 passes NOT VALID Subject to Town Tour Guide availability. Minimum fee £30 (1-4 people) for a Cowper & Newton Museum Town Tour Guide Adult: £8 (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 ...

<b>SCHOOL PARTIES/ TALKS</b>	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 £7 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.
<b>ACADEMIC RESEARCH</b>	Academic research visit – please contact the Museum to discuss. Previously purchased Annual Admission pass and all 2-for-1 passes NOT VALID
<b>HOME SCHOOL TOURS</b>	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.
<b>EXTERNAL TALKS</b>	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.
<b>REFRESHMENTS</b>	Must be pre-booked. Tea, coffee and biscuits in the museum Courtyard (May to Sept) = £3.50 per person.
<b>PRE-ORDER SHOP ITEMS</b>	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.



**COWPER & NEWTON MUSEUM**

Reg. Charity No. 310521

**GROUP VISIT and/or TALK BOOKING FORM - 2022**

Name of Group:			
Name of Group Leader:			
Group Leader Telephone No:			
Group Leader Email Address:			
Group Leader Address:			
Date of Visit/ Talk:		Talk venue name:	
To Museum or your 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 availability – please contact the House Manager. Tick all that apply)**

- Introductory talk  Museum tour  Gardens tour  Both Museum and Gardens tour   
 Olney Town tour  Refreshments needed (May to September only)  Academic research visit   
 Talk at group 's venue  and please bring your 'Pop-Up Shop' of unique items and great gift ideas

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

Cheques should be made payable to: **Cowper Memorial Museum**. All fees are in pounds sterling.

Please could the Cowper & Newton Museum raise an invoice for our Treasurer  or:

(1) I have paid the deposit of £25 by: Cash  Cheque  Credit card  BACS transfer   
 or on Cheque no ..... Date deposit paid: .....

(2) Balance left to pay £..... which we will pay by  
 Cash  Cheque  Credit card  BACS transfer  (Sort code 20-05-74 A/C80294616 Cowper Memorial 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 (short intro film). 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). 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**

<b>OFFICE USE ONLY</b>	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) Veranda needed? Yes/ No	13) In costume: Yes/ No
	4) St Peter and St Paul Church informed: Yes/ No	9) Email grp organiser.....	14) Volunteers notified: Y/N

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