

Group Visits and Talks 2024



Dear Group Organiser/ Talk Organiser,

The Cowper & Newton Museum is now taking bookings for group visits and talks.

We offer a range of inspiring tours in the museum and gardens. Our talks are fascinating! Please see our website for all those we offer. Both tours and talks can tailored to suit the interests of your group.

Please complete our booking form and return to us at the address below, or send an email to: group@cowperandnewtonmuseum.org.uk.

Please do not hesitate to contact me to discuss tours and talks within the museum and gardens and around Olney town. If you have not received a response to your request within 3 days, please ring 01234 711516.

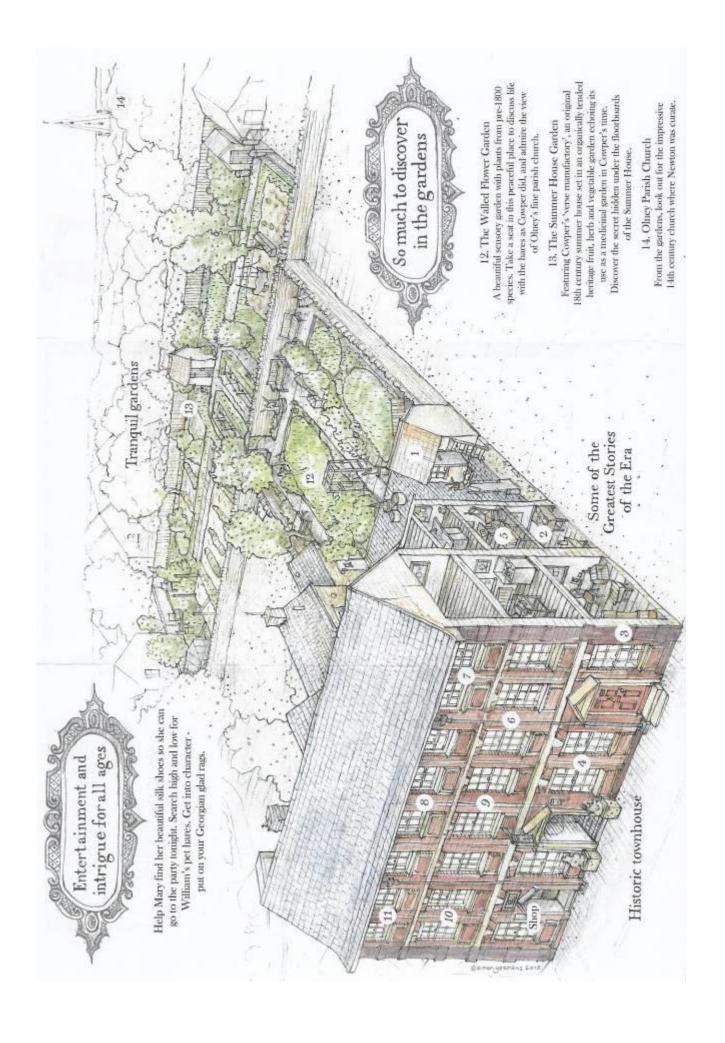
We look forward to seeing you soon!

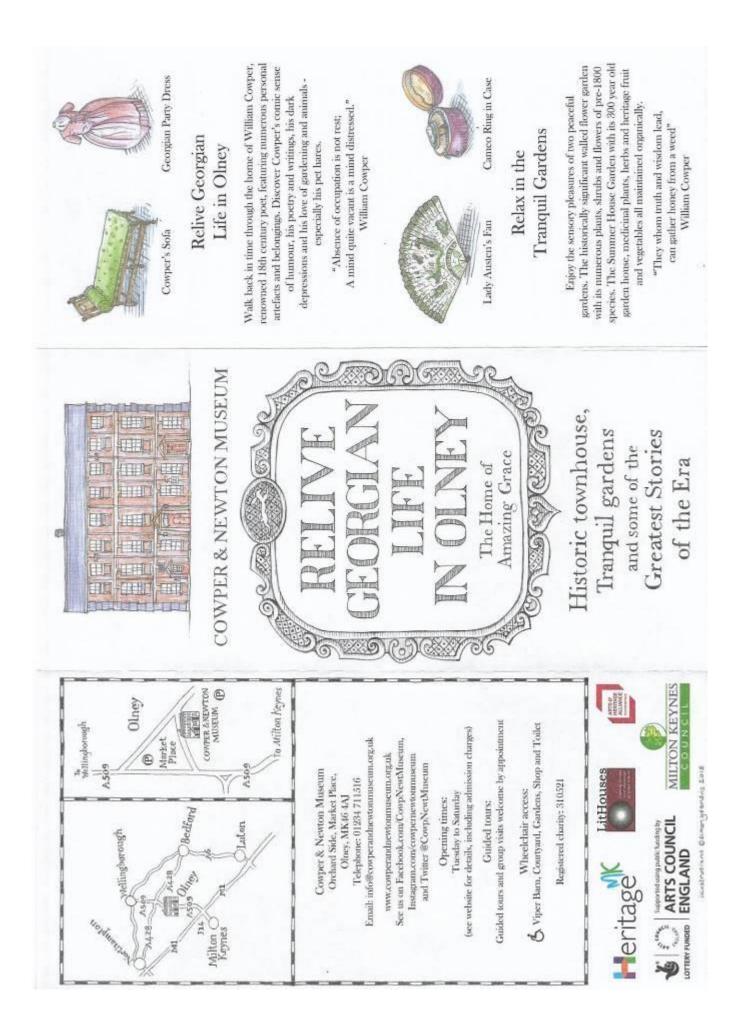
Yours sincerely,

Paula Noble House Manager

Please note that there is 3-hour parking on the Market Square outside the museum, 1 hour on the side roads next to the Market Square, unlimited time further up the High Street and there is no parking on the Market Square 2am-6pm every Thursday and 1st Sunday of each month. All parking is free in Olney!

The Cowper & Newton Museum, Orchard Side, Market Place, Olney, MK46 4AJ Email: group@cowperandnewtonmuseum.org.uk Telephone: 01234 711516 Website: www.cowperandnewtonmuseum.org.uk/





COWPER & NEWTON MUSEUM **GROUP RATES – 2024**

Group of 10 and more to be pre-booked: group@cowperandnewtonmuseum.org.uk / 01234 711516

GROUP ADMISSION FEE	Adults	Children under 16 years accompanied by a fee-paying Adult	Additional cost
Self led Museum and gardens with ALL using previously purchased annual passes	Free re-admission	Free	
Self led Museum and gardens Purchase an annual pass online to re-visit as often as you like throughout the year	£10	Free	
Museum and gardens Does not include an annual pass – one time visit	£9	Free	
Museum and gardens Does not include an annual pass – one time visit PLUS OPTIONS	£9 Plus option cost below	Free	
Gardens only – one time visit PLUS OPTIONS	£3.50 Plus option cost below	Free	
Group organiser – FREE	£O		
DEPOSIT			£25

Additional options – to book via the House Manager (to add on to the entrance fee above)		
Refreshments Must be pre-booked. Tea, coffee and		£4
biscuits in the museum Courtyard (May to Sept)		
Book a Tour Guide		
30 min talk + will stay for the duration of your visit to answer questions		£30
AND/ OR Room stewards (for large groups of 20 or more) subject to volunteer availability.		
Olney Town Tour		£9 per person
Subject to guide availability		(NB: 1-4 people
NB: Town Tour cost is in addition to Museum tour cost if booking to do both activities.		minimum fee £30)
1. School talks / Scouts and Guides / Home School Groups	Educational visits to museum or to your school – Sessions up to 1.5 hours.	
Child 5-16 years	£3 per child: 10 children and over or £30 minimum fee: 9 children and under £0: One free adult to every 5 children	

Home School Groups	to 1.5 hours.	
Child 5-16 years	£3 per child: 10 children and over or £30 minimum fee: 9 children and under £0: One free adult to every 5 children £9 (from 17 years) per additional adult accompanying children.	
	Our rooms are small - children will be split into groups. Please make sure each group is accompanied by a DBS checked adult.	
2. Academic Research	Academic research visit – please contact the Museum to discuss fee. Previously purchased Annual Admission Ticket and all 2-for-1 Passes NOT VALID	
3. External Talks	£75 per talk in person or online. 25p per mile – travel expenses (occasionally it is necessary to levy a charge to cover transport costs)	
4. Pre-order Shop items before your visit	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'. You can pre-order ready to collect on your visit – 01234 711516. 24 hours notice.	

COWPER & NEWTON MUSEUM

Your details

Trip/ Programme/ Coach organiser:			
Phone:			
Email:			
Name of Club/ Group visiting:			
Club/ Group Leader:			
Leader phone:			
Leader email:			
Leader Address (if not on email):			
Date of visit/ talk:			
Your itinerary:	Arrival time:	Departure time:	Refreshment time:
Number in Group:	Adults:	Children:	Age of children:
Venue address for Talks:			
Theme/ Special request:			
*Special access needs:			
How did you hear about us?			

Requests (tick, bold, red text or circle your choices): All subject to Volunteer availability

requests (new, sond, new text of effere your efforces). This subject to volunteer availability			
Tour Guide talk, then self-led in museum and gardens	Tour Guide talk and guide-led in museum	Tour Guide talk, then self-led in gardens	Tour Guide talk and guide-led in gardens
Self-led tour No Tour Guide	Olney Town tour with Tour Guide – extra cost OF £9 PER PERSON	School trip (details to be discussed separately)	Academic Research Visit
Talk at Group's Venue/ other venue	Talk via online via Zoom	Refreshments (May- Sept served outside)	Bring Pop-Up Shop to the Talk's venue

How to pay (circle your choices): Pounds (£) sterling. Pay 'Cowper Memorial Museum'

Bacs payment	Raise an invoice for our	Raise an invoice to match the	Cheque no enclosed:
Sort code 20-05-74	Treasurer:	voucher from the group	
A/C 80294616		leader on visit day	
Credit card	Deposit £25 paid date:	Balance left to pay:	
(1) by email payment link		Date paid:	
(2) on the day	Cheque no:		

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 Viper Barn (short intro film). Cowper's Kitchen, Hall and Parlour accessible by 1-2 shallow steps. Short films to watch in the Shop area for those unable to manage our stairs (over 3 floors). Museum has 6 small flights of stairs. Gardens have some narrow uneven paths. If you have people in your party that may struggle to keep up with a guided tour, the Tour Guide talk followed by the self-led 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@olneyparish.org.uk

OFFICE	Booking request date:	Name(s) of Tour Guides/ Stewards:	On calendar: Yes/ No
USE	Confirmed booking with organiser date:		On G&E spreadsheet date:
ONLY	Acknowledged receipt of deposit \Box balance \Box	Name of Refreshment organiser:	Veranda needed? Yes/ No
	St Peter and St Paul Church informed: Yes/ No		In costume: Yes/ No