

THE
COWPER & NEWTON
STORY

Registered Charity No. 310521

Bookings for Group Visits, Talks and Tour Guides



Dear Visitor and Group Tour Organiser,

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 be 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 welcoming you soon!

With best wishes,

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/



@cowpnewtmuseum

COWPER & NEWTON MUSEUM

For groups of 10 visitors or more or less than 10 requiring a tour guide
group@cowperandnewtonmuseum.org.uk / 01234 711516

<p>Please tick, bold, red text or circle your choices</p>	<p>Adult</p>	<ul style="list-style-type: none"> • Child 16 years and under (accompanied by a fee-paying Adult) • Students 17 - 25 years with ID
<p>Tour Guide – intro talk in the courtyard and then self-led</p> <p>(1) Museum and gardens (2) Gardens only</p>	<p>£10 £3.50</p>	<p>Free</p>
<p>Self-led only</p> <p>(1) Museum and gardens (2) Gardens only</p>	<p>£10 £3.50</p>	<p>Free</p>
<p>Tour guide throughout your visit</p> <ul style="list-style-type: none"> • 30 min talk + will stay for the duration of your visit to answer questions. • and/or room stewards (for large groups of 20 or more) subject to volunteer availability. 	<p>£30</p>	
<p>Refreshments</p> <ul style="list-style-type: none"> • Tea, coffee and biscuits outside under the veranda in the museum Courtyard (from May to September only) 	<p>£4</p>	
<p>Olney Town Tour (does not include Museum tour)</p> <ul style="list-style-type: none"> • Subject to guide availability (1-4 people min fee £30) 	<p>£10</p>	
<p>Deposit to pay 2 weeks before arrival</p>	<p>£25</p>	

<p>School talks / Scouts and Guides / Home School Groups</p> <p>Child 5-16 years</p>	<p>Visits to the museum or to your school – Sessions up to one and a half hours.</p> <p>£3 per child: 10 children and over £30 minimum fee: less than 10 £0: 1 free adult to every 5 children £10: Per additional adult</p> <p>Our rooms are small - children will be split into groups. Please make sure each group has a DBS checked adult.</p>
<p>Academic Research</p>	<p>Academic research visit – please contact the Museum to discuss fee. Previously purchased Annual Admission Ticket and all 2-for-1 Passes are NOT VALID</p>
<p>External Talks</p>	<p>£75 per talk in person or online. 25p per mile – travel expenses (occasionally it is necessary to charge travel costs)</p>
<p>Pre-order Shop items before your visit</p>	<p>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.</p>
<p>To visit St Peter and St Paul Church</p>	<p>Church Administrator 01234 241721 office@olneyparish.org</p>

- As a self-funded charity reliant on volunteers' support 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.
Pounds (£) sterling. Pay 'Cowper Memorial Museum'
- 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.

Date of Visit or Talk	
Arrival time:	
Departure time	
Refreshment time	From May to September:
No. of adults	
No. of children	
Age of children	
Contact details	
Travel company	
Company phone number	
Company email address	
Company contact name	
Group name	
Group/ Club Leader name	
Group/ Club Leader phone	
Group/ Club Leader email	
Talks at your venue	
Venue address for Talks	
Theme/ Special request	
Special access needs	
How did you hear about us?	

PAYMENT OPTIONS	Tick your option <input checked="" type="checkbox"/>
Bacs payment <i>Sort code 20-05-74 A/C 80294616:</i>	
Raise an invoice for our Treasurer:	
Raise an invoice to match the voucher from the group leader on visit day:	
Cheque no for the full amount due:	
Credit card (1) by email payment link: (2) on the day:	
Deposit £25 paid date: Cheque number	
Balance left to pay: Date paid:	

ADULTS:	£
CHILDREN:	£
ADDITIONAL OPTIONS:	£
Less DEPOSIT PAID:	£
Please tick page 2 and 3 requests - TOTAL TO PAY:	£

OFFICE USE ONLY	Booking request date:	Name(s) of Tour Guides/ Stewards:	On calendar? Yes/ No On wall planner? Yes/ No On G&E spreadsheet? Yes/ No Veranda needed? Yes/ No Are we in costume? Yes/ No
	Booking confirmed date:	Name of Refreshment organiser:	
	Acknowledged receipt of deposit <input type="checkbox"/> and balance <input type="checkbox"/>	St Peter and St Paul Church informed: Yes/ No	