**School workshop booking form**

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| --- | --- |
| **Workshop Title** |  |
| **Preferred date(s)** |  |
| **AM/PM****(Workshops normally start at 10am or 1pm please get in touch if this is not suitable)** |  |
| **School Name** |  |
| **School Address****(Including postcode)** |  |
| **Year Group** |  |
| **Number of students** |  |
| **Number of adults attending** |  |
| **Teacher name** |  |
| **Teacher contact email** |  |
| **Any other information you would like us to be aware of****(Additional needs etc)**  |  |

Please return form via email to museum@folkestone-tc.gov.uk or tara.cleary@folkestone-tc.gov.uk

**Visit Information**

**SUPERVISION**

We ask that there is a minimum ratio of 1 adult per 15 students for supervisory purposes and that adults remain with their students during their visit.

**PUBLIC OPENING TIMES**

The usual public opening times of the Museum are Tuesday to Saturday 10.00h -16.00h. The office hours for staff are 09.00h – 17.00h Monday to Saturday.

**EDUCATION SPACE DETAILS**

The space is 70m sq. with a seated capacity of approx. 30 people. Located on the lower ground floor with street level access through the rear entrance, or via the ground floor by lift.

**ACCESSIBILITY**

The Museum is fully wheelchair accessible, there are ramp entrances on the Ground floor and the Lower Ground Floor. To the rear of the Museum the exterior floor is uneven (cobbled) and it is recommended that the front entrance is used for easier access. For more access information please see <https://folkestonemuseum.co.uk/visit/>

**TOILETS**

Visitor toilets and Wheelchair accessible toilets are available on the Lower Ground Floor.

**LUNCH FACILITIES**

The Education space can be used for eating a packed lunch subject to availability; however, we ask that you take any rubbish back with you. We ask that you do not eat or drink in the exhibition areas.

**COACH DROP OFF AND PARKING**

The nearest coach drop off to the museum is at the end of Guildhall Street.

The nearest Pay and Display carpark is Shellons Street, CT20 1BP, which is behind the town hall. The carpark has 64 spaces, 2 disabled spaces with a maximum stay of 3 hours. There is also an electric car charging point. Tariff 30 minutes - £0.60 ⎮ 1 hour - £1.20 ⎮ 3 hours - £3.60

**CANCELLATION POLICY**

Please give us as much notice as possible of any cancellation and at least 48 hours before the event is due to take place.

