

# Adult Group Visits Booking Form

Please ring or email to check availability before completing this form.

Post, fax or email the completed form to the above address at least 14 days before you wish to visit.

Please complete relevant sections in BLOCK CAPITALS.

## Group Information

Group name:

Address:

## Contact Information

Contact Name:

Position:

Mobile tel. (for emergency use only):

Daytime tel.

Email:

## Booking Information

Date of Visit:

DAY / DD / MM / YR

Arrival time:

Departure time:

Number in Group:

Do you have a specific focus for the visit?

Relevant Details:  
 (access difficulties, special needs)

## Price Information

- A variety of options is offered depending on the needs and size of the group
- An adult visit generally includes a guided tour of the Sculpture Park, Gallery and Artists House, led by our specialist staff, and lasts up to 2 hours
- Light refreshments can also be provided by prior arrangement
- Minimum group size for an adult tour is 6 people
- Please contact us to discuss your specific visit prior to completing this booking form

Our entire programme is supported by donations. If you or your organisation would like to donate to the Roche Court Educational Trust, we would be extremely grateful. Please enter your donation amount below and this will appear as an additional donation on your invoice.

PLEASE TICK TO DONATE

AMOUNT: .....

Please note that a **non-refundable £30 deposit is required to secure your booking**, and is redeemable against the final invoice. Options for payment methods will be explained when you contact us to discuss your booking.

## Agreement

*Please note that visiting groups are responsible for doing their own risk assessment. Although every effort is taken to ensure visitors safety, no responsibility can be accepted for any accident or loss by The Roche Court Educational Trust or the New Art Centre.*

I accept the Guidelines for group visits as set out overleaf.

Signature..... Date.....

**The Roche Court**  
**Educational Trust**  
**NewArtCentre.**

*Please circulate to all group members prior to your visit.*

**Guidelines for visiting groups**

1. Please ensure that group participants wear appropriate outdoor clothing and sensible non-slip footwear. We recommend wellington boots and waterproof jackets if the weather is wet.
2. You are most welcome to bring sketchbooks. The Trust can provide additional drawing materials.
3. Please make sure group participants are aware of appropriate behaviour including
  - Not touching the sculpture or exhibits
  - Not running anywhere in the park or galleries
  - Not eating or drinking except in the designated picnic areas
  - Not depositing litter anywhere except in the bins provided
4. Permission is granted for group participants to take photographs at Roche Court on the understanding that photographs are for educational purposes only and will not be published. No photographs may be taken of the main house which is a private home.
5. Visitors are responsible for their own health and safety at all times during their visit. Although every reasonable care is taken to ensure visitor safety The Roche Court Educational Trust or the New Art Centre can accept no responsibility for any accident or loss.
6. All visiting groups are responsible for their own behaviour at all times.
7. It is essential that you arrive on time. In the event that you are unavoidably delayed please telephone the office (01980 862802) to advise of ETA.

**General Information for Visiting Groups**

**New Art Centre Opening hours**

Open daily 11am - 4pm (please contact the New Art Centre in advance regarding bank holiday opening times)  
Please note that group tours can be arranged outside of these hours by prior agreement

**Getting Here**

Please see our website [www.rohecourteducationaltrust.co.uk](http://www.rohecourteducationaltrust.co.uk)

**Parking**

Cars and minibuses should proceed to the car park. Coaches can park in front of the main house. *Please ask drivers not to drive on the grass and to be aware of sculptures placed near the main house when parking.*

**Lunches**

We do not have café facilities but we do have an indoor and outdoor picnic area for groups

**Clothing**

We will spend the majority of time outdoors so please advise the group to wear appropriate clothing and footwear. (i.e. wellies & waterproofs if wet)

**Photography**

Permission is granted to take photographs.