

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:

Please indicate if you would like to picnic in the education centre or park YES / NO

Number in Group:

Year Group:

Age range:

Number of teachers / adult helpers:

*Please note the ratio 1:3 (aged 3-4), 1:5 (aged 5-6), 1:8 (aged 7-10), 1:12 (aged 11-18)*

Do you have a specific focus for the visit?

Relevant Details:  
(access difficulties, special needs)

**Current Charges**

*Please circle or highlight amount to be paid per person in group (no cost to accompanying adults)*

**STANDARD TOUR  
(up to 4 hours)**

For visits **up to 4 hours** including interactive guided tours of the park and current exhibitions, use of drawing materials and our picnic facilities (our Education Room or designated area of the sculpture park). There may be a small surcharge for smaller groups (10 and under).

**£3.50**

**EXTENDED TOUR  
(up to 5 hours)**

Our extended tour **up to 5 hours** includes all of the above with more time with our specialist staff to explore the park and current exhibitions, and the option for extended drawing. There may be a small surcharge for smaller groups (10 and under).

**£6**

**SPECIALIST TOUR &  
WORKSHOP  
(up to 5 hours, maximum 30  
students in the group)**

Using the current exhibitions and exhibited artists, discover more about their ideas and processes. Use your experiences at the New Art Centre to develop your own responses through practical activities and discussion following the tour.

**£10**

*For specialist groups and projects (such as Early Years) we can provide a range of options for your visit.  
Options and prices can be discussed at the time of enquiry.*

Our entire programme is supported by donations. If 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: .....

For groups of 20 and above a £30 deposit is required which is redeemable against the final invoice.  
We do not have facilities to take card payments. Please make cheques payable to The Roche Court Educational Trust.

**Agreement**

*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 School, College, University and Specialist group visits as set out overleaf.

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

## The Roche Court Educational Trust NewArtCentre.

*Please circulate to all teachers, support staff and group organisers prior to your visit.*

### **Guidelines for visiting groups**

1. All visiting groups are responsible for their own behaviour at all times.
2. Students are the responsibility of teachers at all times.
3. Students should be made aware of appropriate behaviour at Roche Court including
  - Not touching the sculptures and 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
3. School groups must observe the adult to child ratios 1:5 (aged 5-6yrs), 1:8 (aged 7-10yrs), 1:12 (aged 11-18yrs)
4. Children must be accompanied at all times.
5. 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.
6. 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, and generally school / college / university group tours take place between the hours of 10am and 2pm

#### **Getting Here**

Please see our website [www.rochecourteducationaltrust.co.uk](http://www.rochecourteducationaltrust.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 of school, college and university students.

#### **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 for students to take photographs.