

**LANGUAGE SCHOOL GROUP VISIT**

To be completed by self-led educational group, in advance by email, or completed in person on arrival.

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| DATE OF VISIT:  | TIME OF VISIT:  |
| NAME OF SCHOOL/EDUCATIONAL GROUP: |
| EMAIL CONTACT FOR SCHOOL/GROUP:  |
| NAME(S) OF GROUP LEADERS: |
| SIZE OF GROUP & NUMBER OF STAFF (minimum ratio of 1:15): |
| AGE RANGE OF STUDENTS:  |
| EMERGENCY CONTACT: |

All group leaders should note the following and ensure students and other leaders are briefed accordingly:

* Supervising staff should introduce themselves to Towner staff on arrival and remain with group at all times
* Please split larger groups into smaller groups to avoid overcrowding in gallery spaces.
* Please keep bags to a minimum
* No food or drink allowed in the gallery spaces
* Please be careful not to obstruct staircases, doorways etc when your group is together
* Please be respectful of other visitors and be careful around artworks at all times
* In most instances artwork should not be touched
* Towner staff can advise if photography is permitted

COMPLETED BY:

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to:** **towner@townereastbourne.org.uk**

For queries: towner@townereastbourne.org.uk or 01323 434675