

Booking Form for Guided Tours

Thank you for your interest in the Foundling Museum, we look forward to welcoming your group. Please complete this form and either e-mail, post or fax it to us (contact details below). Within eight working days of receipt you will receive a letter or email confirming your booking.

Please note that all bookings are subject to availability.

Name of Group:	Date and day of Visit:	Time of Arrival:
Contact	Address:	
Telephone:	Email:	
Total number in Group:	Any special requirements for your Group:	

The following information is important. Please read -

Payment Your group will be invoiced approximately four weeks before your visit for the cost of your guide(s): £50.00(inc vat) per guide. Once the invoice has been issued this must be paid even if you cancel your tour. **Please note** this payment is non-refundable. Groups pay the reduced admission charge of £5 per person, **£5.50 with Gift Aid**, on the day of the tour. Art Fund members are free.

Refreshments Eating or drinking is not permitted in the Museum except in the Coram Café. The Café can provide lunch/light refreshments for your group. **We would advise you to contact the Café in advance** to make a booking if your group would like refreshments. The number for Coram Café **group bookings is 020 7841 3609.**

Toilets There are toilets on all but the top floor of the Museum.

Access There is a ramp up to the Museum's entrance, a lift serves all floors and there are disabled WC facilities on the ground and lower ground floor. A Museum wheelchair is available for visitors, please book when arranging your tour.

Parking Coaches can drop visitors outside the Museum. Coach parking is available nearby at the British Museum (please call 020 7323 8000/8299 to book). Limited metered parking for cars (free after 13.30 on Saturdays) or at the National Car Park at the Brunswick Centre (entrance on Marchmont Street).

**Tuz Morrison, Finance & Admin. Assistant,
The Foundling Museum, 40 Brunswick Square WC1N 1AZ**

Tel: 020 7841 3591 Fax: 020 7841 3601 email: tuz@foundlingmuseum.org.uk

For Office use only

Diary		Conf.	D/base	Inv		Guide		CC	FBF	GAF
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