

VISITING the HOLOCAUST CENTRE

PLEASE READ THE FOLLOWING TERMS and return the completed booking form

Name of Group Leader: _____
(If principal contact is not available, please pass to the Department or Line Manager)

Position and Department _____

Name of School, College _____

Address: _____

_____ Postcode _____ LEA _____

Email Address _____

Tel: _____ Fax: _____ Mobile: _____

Head Teacher, Principal _____

Librarian/Resource Manager: _____

Age Range of Institution, eg.11-18yrs.We will inform you of future events. _____

Date of visit: _____ Time of arrival: _____ Time of depart. _____

Year Group(s) _____ No. of students: _____ No. of Staff _____

Names/Subjects of staff _____

Please give details about your students' course of study, either below or separately

HISTORY NC **GCSE** **A/AS** **RE NC** **GCSE** **A/AS**

OTHER _____

PURCHASING FOOD Light snacks and refreshments are sold in the Coffee-Bar
Numbers requiring Tuna, Egg or Cheese sandwiches at £2 each _____
Number requiring a **buffet** at a cost of **£15+Vat** each.(includes entrance) _____

BOOKSHOP Visitors may purchase gifts, books and resources. The book, **Survival**, contains a written account of the experiences of our Survivor Speakers.

PAYMENT

a) **Cost per student £6.50 +VAT.** No charge for staff.

b) A **non-refundable deposit of £50** to be returned with the completed Booking Form.

CANCELLATIONS are a cause of concern both to the Centre and groups that have been unable to visit.

IT IS EXPECTED THAT DEPOSITS AND BOOKING FORMS WILL BE RETURNED 6 WEEKS BEFORE THE DATE OF THE VISIT

Where no booking forms are received, the date may be offered to another group

Cancellations must be in writing. Charges for cancelled visits will be:

Notification 6 weeks in advance, charge nil : 5 weeks, 15% of total cost : 4weeks, 25% of total cost : 2 weeks, 50% of total cost : **1 week 100% of total cost.**

Allowance will be made for schools booking less than 6 weeks before their visit.

I agree to the above conditions. Name

On behalf of (name of school or college)

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