**Group Visit   
Booking Form**Please complete and return this form to [groupbookings@newlynartgallery.co.uk](mailto:groupbookings@newlynartgallery.co.uk)

|  |  |
| --- | --- |
| **GROUP LEAD DETAILS** | |
| **School / College Name:**  **Address:** | |
| **Your Name:** | |
| **Your Email Address:** | |
| **Mobile Contact number:** *[For use on day of visit]* | |
| **DETAILS OF VISIT** | |
| **Date:** | |
| **Time and duration:** | |
| **Which venue will you be visiting** [*please highlight]* **Newlyn Art Gallery The Exchange** | |
| **Year Group / age range of students:** | |
| **Number of students in group:** | **Number of staff with group:** |
| **Focus of visit:** | |
| **Any special requirements?** | |

|  |
| --- |
| **Covid – 19 safeguarding** |
| * **Please provide a copy of your risk assessment prior to arrival** |
| * Please could the Group Lead complete our secure online form **on the morning of your visit.** This can be done onsite, by scanning the QR code below or going to [www.newlynartgallery.co.uk/track-and-trace/](http://www.newlynartgallery.co.uk/track-and-trace/)   TRACK & TRACE  Track & Trace  We are collecting your data to comply with government guidelines, it will only be used for track & trace and for no other purpose. Your data will be securely stored and then destroyed after 21 days if there is no need to use it. |

Please complete this form and email to [groupbookings@newlynartgallery.co.uk](mailto:groupbookings@newlynartgallery.co.uk)

We look forward to welcoming you and hope you enjoy your visit.