**Group Visit
Booking Form**Please complete and return this form to groupbookings@newlynartgallery.co.uk

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| **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?** |

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| **Covid – 19 safeguarding**  |
| * **Please provide a copy of your risk assessment prior to arrival**
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| * 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 & TRACETrack & TraceWe 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

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