

### **2019 GUIDELINES FOR GROUPS PAYING TOGETHER**

Advanced notification of at least one month is required for a Group Visit so that we can prepare for your visit.

**Please check availability of chosen date before returning booking form.**

**Group Visit during advertised opening times:      No deposit required.**

For a Group visit within advertised museum opening times, each group member is charged at £6.00 per person. (A Group consists of 10 or more persons)

**Group Visit outside advertised opening times:**

For a Group visit outside advertised opening times there is a minimum charge of £240.00. This will admit a group of up to 20 people. If the group exceeds 20 people, the charge will be calculated at £10.50 per additional person.

Inclusive in the Visit:

- Exclusive access to the Museum (Castle House) for your group only.
- Introduction to the Museum and highlights from the collection.
- Free brochure for each group member.

We usually recommend one and a half hours for a visit between 10:30am – 1:30pm **or** 2pm – 4:30pm.

Please see the **Booking Form** for details of the days /times when out of hours visits can be booked.

Evening visits can be accommodated in the months May – August between the times of 6:30pm - 9pm.

A non-refundable Deposit of £60.00 is required when returning your completed Booking Form which should arrive within 30 days of reservation to secure your chosen date and time.

**For All Groups on arrival:**

**Payment / Balance should be made in one amount by the Group Leader.**

**Bespoke Visits and Tours can be arranged, please contact us to discuss availability.**

### **General Information:**

Museum Opening Hours 2019: 23<sup>rd</sup> March – 3<sup>rd</sup> November 2019 Wednesday - Sunday from 2pm - 5pm incl. Bank Holiday Mondays. The Café can accommodate indoor seating for 24 visitors, with additional undercover seating in the garden and outdoor tables.

A wheelchair is available which can be reserved in advance.

Our knowledgeable Stewards are present for all Group Visits and will be pleased to answer any enquiries. Additional text panels and other written information is available throughout the Museum.

### **Parking:**

The Museum has a free visitor car park which is accessed from East Lane. East Lane is a left turn just before you reach the Museum when approaching it from Dedham village.

Coach parking is also available, please advise if you need us to reserve a coach parking space and the expected size of your vehicle.

There is designated parking for disabled visitors in the front car park close to the front door of the Museum. Access to this is through the white gate at the front of the building.

Please contact the Museum Office on 01206 322127 or e-mail: [bookings@munningsmuseum.org.uk](mailto:bookings@munningsmuseum.org.uk) to place your booking. If you have any further questions or requirements we would be happy to help.