

GARDEN MUSEUM

GROUP BOOKING ENQUIRY FORM

Group Name:
Group Leader Name:
Contact Name:
Email:
Telephone:
Address & Postcode:
Preferred Date:
Preferred Time:
Number of Adults:
Number of Students / Seniors:
Number of Children (6-16):
Any special needs/requirements/access requirements?

Where did you hear about us?

Please briefly describe your group's interests or members

What would you like to get from the visit?

We confirm that we understand and agree to the below conditions: _____
(Please write YES or NO)

GARDEN MUSEUM

CONDITIONS

The Museum is a public building and welcomes visitors from all over the world. To enable our visitors to enjoy their visit, we try to regulate access to the Museum. One of our primary concerns is the health and safety of our visitors and collection; our instructions reflect the current legislation on Health & Safety and therefore must be followed.

All tours are self-guided and we unable to take group bookings of more than 40 people.

1. To preserve the collection, we limit groups to a maximum group size of 20 people. Due to health and safety regulations, if your group is larger than this number it must be split into groups of 20 people or less with staggered entry to the Museum with a 15 minute gap between each group.
2. ups can wait in the main nave to enter or to regroup. **Please be aware seats are limited.** We have some public places in the local area which are indicated on the map on [page 3](#).
3. Visitors are asked to consume any foods and drinks outside the Museum. Due to the popularity and limited space of the café, we are not able to accommodate groups there.
4. To protect our collection we ask visitors to **turn off their flash** when taking pictures and to **not touch the collection**.
5. Each group going through the Museum must be supervised by a group leader at all times and are under the responsibility of the group leader. We also ask all group members to adhere to any instructions from our staff and volunteers.
6. From a fire safety point of view we would like groups to be aware of entrances, exits and staircases to ensure they are not blocked but leave a clear escape route and passage.
7. Finally, we ask groups to also be mindful of other visitors when looking around and keeping noise levels to an acceptable level.
8. **Refund Policy:** Any cancellations to group bookings must be made at least 48 hours prior to the visit. If a group booking is cancelled within 24 hours of the visit, no refunds will be available.

The Museum reserves the right to refuse or terminate entry to the Museum if these conditions are not followed. No refund will be given.

GARDEN MUSEUM

MAP OF THE LOCAL AREA

As we will not be able to accommodate groups in the café and have only a limited number of seats available in the Nave, we recommend choosing a base for the entire group for your visit. In this area visitors can return and regroup after their visit, or gather for their designated time of entry. We suggest the following external public spaces:

- The Christopher Bradley-Hole Garden outside the entrance to the Museum
- St Mary's Gardens – next to the Museum, these are the old church gardens and are now a beautiful community garden maintained by our volunteers.
- Archbishop's Park – a large public park behind the Garden Museum and Lambeth Palace
- Novotel, with a bar serving teas and coffees, a restaurant and toilets
- Old Paradise Gardens, a small public park

