

Terms and Conditions

1. Confirmation of learning session/s

All bookings for learning sessions are provisional until you confirm them. Please follow the instructions you were emailed to open your bookings on-line, please then check the details, read the Terms and Conditions and click the CONFIRM button to indicate your acceptance. **Please be aware that if you do not confirm your booking at least 28 days before your visit, we may release the slot/s for rebooking.** If you are booking less than 2 weeks before the visit, please confirm the booking as soon as you are able to once you receive this information.

2. Payment

Entrance to the Horniman Museum and Gardens is free of charge. Learning sessions, entrance to the Aquarium, temporary exhibition and Butterfly House are charged for.

The charge for a learning session includes a welcome briefing, access to our Education Centre toilets, bag and coat storage and use of a lunch room for 30 minutes.

An invoice for payment due will be emailed shortly after your visit, you will have 14 days from the date of the invoice to pay. If payment has not been received within the 14 day deadline, we will not be able to book any more classes from your school until the balance has been paid.

3. Learning session costs

45/60 minute object handling, museum and garden learning sessions (up to 30 pupils): £87.00 inc VAT/£72.50 ex VAT per session.

30/45 minute object handling learning sessions for Special Education Needs classes (up to 12 pupils): £43.50 inc VAT/£36.25 ex VAT per session.

60 minute Gamelan and 90 minute learning sessions (up to 30 pupils): £147.00 inc VAT/£122.50 ex VAT per session.

4. Aquarium/Temporary exhibition/Butterfly House charges

Entrance to the Aquarium, temporary exhibition (**Brick Wonders to 27th Oct 2019**) or Butterfly House is not included in the cost of learning sessions unless specified. We offer reduced entrance rates, the charge is per person. Children aged under 3 years old and 1:1 adult carers for pupils with additional needs are free of charge.

Aquarium:	£1.50 per person inc VAT/£1.25 ex VAT
Temporary Exhibition:	£3.00 per person inc VAT/£2.50 ex VAT (30 minute slot)
(Combined entrance to the above:	£4.00 per person inc VAT/£3.33 ex VAT
Butterfly House:	£2.50 per person inc VAT/ £2.08 ex VAT (15 minute slot)

If you have not indicated when booking that you wish to visit the Aquarium, temporary exhibition or Butterfly House please do so before you confirm. To guarantee access to the Butterfly House on the day of your visit you must book in advance. Entrance times are allocated to all paid areas to avoid overcrowding. At busy times access to the Butterfly House is limited to 15 minutes, access to Brick Wonders limited to 30 minutes and to the Aquarium for 20 minutes. Please be aware you will not have exclusive access to the paid areas, other visitors will be present.

5. Cancellation of sessions

Cancellation of a confirmed booking must be made by email to schools@horniman.ac.uk

The following cancellation charges apply once notification is received by the Museum: More than 4 week before your visit	No cost
4 weeks or less than 4 weeks before your visit	100% of cost

The same cancellation terms apply if you book & confirm within 4 weeks of the visit.

The Horniman Museum and Gardens reserves the right to cancel or re-schedule any bookings due to unforeseen circumstances. Every effort will be made to minimise disruption to you and if necessary, a refund will be made. The Horniman Museum and Gardens does not accept liability for any additional costs incurred. If you have booked an outdoor garden session, in the event of heavy rain this will be replaced by an alternative indoor version.

6. Supervision and safety in the Museum and Gardens

Teacher and adult supervisors are responsible for the behaviour and safety of their group at **all times** in the Museum and Gardens. The Horniman is a public place so please remind students to respect other visitors, exhibits and staff and be particularly aware of vehicles in the Gardens.

For health and safety reasons you must accompany and actively supervise your students at all times. Please divide classes into small adult-led groups. We recommend that **primary** aged groups have 1 adult to 5 students, and **secondary** aged groups have 1 adult to 10 students. School groups are expected to provide basic first aid cover for their needs, however, do ask a member of Museum or Gardens staff if assistance is required.

7. Emergency evacuation

In the event of an emergency Horniman staff will direct you to the nearest exit. School groups must proceed to the Bandstand area at the top of the Avenue where a member of the Schools' Learning team will advise when re-entry to the Museum is possible.

8. Getting to us

<http://www.horniman.ac.uk/visit/getting-here>

For groups with disabilities requiring close access to the main entrance there is vehicle access through the entrance on Horniman Drive. On arrival please communicate with our security desk via the communication point, they will advise you where to drop off your passengers and if parking is available on site. There is limited parking space onsite for vehicles no larger than transit size. We are not able to reserve parking spaces.

http://www.horniman.ac.uk/media/source/Gardens_Map_1600.jpg

The Museum and Gardens are wheelchair and buggy friendly with accessible toilets

By coach/minibus: Please ask coach drivers to use the red route drop off/pick up point outside the Museum on London Road. Please do not drop off on Horniman Drive or park on private roads.

<https://www.horniman.ac.uk/visit/getting-here>

Updated July 2019

