

Booking and cancellation guidance for educational groups

Please note that The West Midlands Police Museum only accepts bookings from schools on the basis of the terms and conditions stated below:

- Bookings should be made by a representative of the school, acting on professional business only.
- Where possible, bookings should be made at least one term in advance and schools should await booking confirmation before making travel arrangements.
- Schools who are able to liaise with the Museum Education Officer in advance of their visit will be able to participate in the development of a bespoke experience for their learners.
- The times and content of sessions may be subject to change at any time and without prior notice if necessary, for example for reasons of public safety.
- For groups attending on an organised visit with children, but not from a school (for example home-schooling groups) one adult is allowed to attend the museum, per child. Any additional visitors must pay the advertised cost.
- The current cost of entry to the museum for a school group is £5.00 per child, or a minimum of £50.00, with an appropriate number of supporting staff included free of charge.
- A non-refundable 10% deposit is required to secure an educational group booking.
- The balance of the cost of the visit should be paid in full no less than one week prior to the date of the visit. Payments by BACS transfer are preferable, although cash will be accepted with prior agreement from museum management.
- Staff from the visiting school are responsible for the behaviour management of their pupils.
- Staff reserve the right to request that any members of a school party repeatedly behaving in such a way as to endanger themselves, other persons or museum collection be escorted from the premises.