

Banbury Museum & Gallery



Thank you for your booking

Planning your visit

Please look carefully at the notes on the next page for H&S information and practical advice for your visit. Do not hesitate to get in touch to discuss any concerns.

Pre-visits

If you need any further information or would like to arrange a pre-visit please contact enquiries@banburymuseum.org

Arriving

You can access the Museum either from the Castle Quay shopping mall (via the Museum shop) or from the Museum entrance on Spiceball Park Road, opposite Lidl.

A coach/carpool-offpoint is situated at the back of the Museum in Spiceball Park Road. Your coach can turn round at the bottom of this road.

Before your visit, please let us know which way you intend to access the Museum, so we can meet you. Please let us know if you need disabled parking and/or arrangements for individuals with additional needs.

On the day

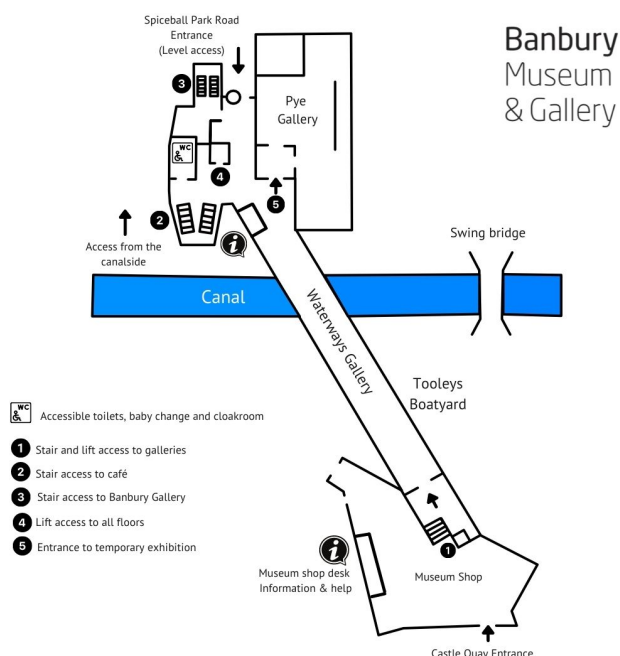
If you are delayed on your journey, please let us know. You can call the Museum on 01295 236165 or Vicki on 07968 249340

After your visit

We always love to see any photos, videos or pictures of work you are able to send us after your visit. Our programme is always developing and we welcome feedback, suggestions and any complaints you would like to discuss.

Payment

We will invoice you after your visit.





Important Information for the day of your visit

Health and Safety

- If the fire alarm sounds, staff will escort your group to the muster point
- Please notify Museum staff of any accident, injury or illness as soon as possible
- Please avoid using the lift unless this is necessary for mobility issues
- Information for Covid safety is supplied separately when infections rates are high
- A general risk assessment is sent separately

Facilities

- Toilets are available on the ground floor, basement and first floor of the Museum
- The ground floor toilet is suitable for disabled visitors and is gender neutral
- We will provide storage for coats and bags
- There is a Café franchise in the Museum basement, open every day except Mondays.
- There is a large Museum shop on the Castle Quay side of the building.

Additional needs

- Please let us know before your visit if your group has any additional needs.
- There is wheelchair access to all areas.
- We can arrange a breakout room if you discuss this at the time of booking.
- If you need to know about the sensory environments of the Museum please ask us for more information.

Further information

- **Ratios:** The minimum number of adults required for the visit is specified on your in your confirmation email.
- **Dividing your group:** Some workshops require your group to be divided in to sub groups for concurrent activities. We will explain this in your confirmation email.
- **Lunch:** We can provide the Education Room as a lunch space, with chairs for adults and small groups of older students. We do not usually provide tables. We are happy for pupils to sit on the floor to eat. We provide bags for rubbish and recycling but ask that you take these with you if possible unless you are coming on foot. Staff will leave you during lunchtime. If you need assistance, please go to staff situated at the Museum reception on Floor 0.
- **Education Room:** Please note that access to the Education Room is through the Café area which is used by the general public and managed by a separate organisation.
- **Equipment:** If you have booked a taught workshop, all the equipment will be provided. If your booking is for a self-led visit, we ask you to please bring your own equipment unless you have made prior arrangements to use Museum resources. Please only bring pencils not pens into the Museum.
- **Photography:** If you have booked to visit a special exhibition in the PYE gallery, we will let you know about any restrictions on photography. In the Banbury Gallery (floor 1), please do not use flash.
- **Alarms:** In the PYE gallery, some exhibits are protected by security alarms which are triggered by movement too near the objects. We will always tell you about these alarms, and understand that they can be triggered accidentally.