



07 549 0651

bookings@westernbaymuseum.nz

www.westernbaymuseum.nz

Western Bay Museum

CLASS VISIT BOOKING FORM

(1 completed form per class)

Name (school):.....

Address:.....

.....

.....

.....

Name (teacher):.....

Tel:.....

Mob:.....

Email:.....

Class name:

Date of visit:

Time of visit:

Please arrive 10 mins
prior to start time

No. of students:

Age of students:

No. of
adults/teachers:

FREE
ENTRY

PLEASE TICK

Transportation:

BUS

CAR

ADDITIONAL ACTIVITIES

PLEASE TICK

Activities:

HAIKU

MURAL

How did you hear about us?

Our classroom facilities accommodates a maximum of 30 students per session. With no more than 2 sessions per day. If you would like to book more than 2 classes please attend on additional alternative days.

If you are arriving via bus you may wish to consider visiting the other local attractions, the Haiku Walk and Mural Tours, ***please book directly with Katch Katikati:***

www.katikati.org.nz

T: 07 549 5250

E: info@katchkatikati.org.nz

We may be taking photographs or video footage of your visit for publicity purposes. Please tick this box to give your permission. If any students are not given permission please ensure we are made aware on the day.

PLEASE TICK

☐

Special Needs Requirements (eg dietary):

WBM OFFICE USE ONLY

BF Emailed

BF Chase

BF Returned

B Confirmed

Attendees

Invoice No.

Inv. Dated

Inv. Issued

Inv. Paid

Complete

We hope you enjoy your visit to the Western Bay Museum

Booking Instructions:

- Please complete 1 booking form per classroom visit.
- All visitors to assemble on the museum forecourt 10 minutes prior to start time.
- Public toilets are available next to the museum, however, we would recommend all visitors to have had morning or afternoon tea and used bathroom facilities prior to assembly.
- Please note that we churn butter and bake scones within the museum programme. Therefore, please ensure we are informed of any dietary concerns or allergies.
- There is no charge for teachers or helpers, however, we do ask that they observe only.
- Multiple daily bookings will require additional local activities. The local haiku walk and mural tours can be booked via Katch Katikati.
- Please accept our invoice (to follow) as confirmation of booking.

Hazard Identification:

HAZARD	SIGNIFICANT TO		PRACTICABLE		PRACTICABLE TO		ALL PRACTICABLE		CONTROLS REQUIRED (INCLUDING EXISTING)
	YES	NO	YES	NO	YES	NO	YES	NO	
Wood Burner Stove	✓			✓	✓		✓		Warn children of hazard. Supervision of the children.
Sewing	✓			✓	✓		✓		Be aware of needles and the use of scissors. Warn of injury, prick or cut.
Push Mower	✓			✓	✓		✓		Warn of danger. Supervision at all times. Correct footwear essential.
Treadle Printer	✓			✓	✓		✓		Keep children away, DO NOT TOUCH. Moving parts.
Internal and External Telephones	✓			✓	✓		✓		Internal and external supervision required. Warn of trip hazard, NO RUNNING.
Emergency Procedures	✓			✓	✓		✓		First Aid Kit located on site.