



## **EVERY STOP IS A START...**

### **School Visits Terms and Conditions**

- The East Lancashire Railway and Bury Transport Museum counts a school visit as an organised group of students in full time educations visiting with staff supervision as part of their studies.
- We require a minimum of 1 adult to every 10 students for primary schools and 1 adult to every 15 students for secondary schools and above.
- We ask that all schools book as far in advance as is possible.
- Visits are subject to availability.
- Enquiries and visit requests are dealt with in the order in which they are received.
- The East Lancashire Railway and Bury Transport Museum regrets that we are unable to take provisional bookings.
- To request a booking fill in our online Visit Request Form.
- You should receive an automatic response on completion of the form. If you do not receive this please contact us directly at [education.bookings@eastlancsrailway.co.uk](mailto:education.bookings@eastlancsrailway.co.uk).
- If we are able to accommodate your booking we will send an email with a PDF Confirmation Notice attached.
- If we are unable to accommodate your booking we will be in touch to suggest alternate arrangements.
- For any changes to a booking please contact us at [education.bookings@eastlancsrailway.co.uk](mailto:education.bookings@eastlancsrailway.co.uk) as soon as possible.
- Schools must pay in a single transaction.
- BACS is our preferred method of payment
- Payment can be made by invoice issued on confirmation of visit, or;
- A non-refundable and non-transferable payment can be made in advance by telephoning using a credit/debit card.
- Cheques should be made payable to East Lancashire Light Railway Company. Ltd.
- Cancellations must be made in writing to [education.bookings@eastlancsrailway.co.uk](mailto:education.bookings@eastlancsrailway.co.uk) with CANCELLATION as the subject line.