

Visitor Centre

**School Tour
Group,
Activity Party
Tour**

**Booking Forms & Information
2012**

Denby Visitor Centre, Denby, Derbyshire DE5 8NX
Tel: 01773 740 799
email: tours..reception@denby.co.uk



Visitor Centre

On the enclosed sheets you will find information about Denby Visitor Centre and School Pottery Tours including group rates.

The following apply to all school visits:

Price reduction for educational visits, PLUS a 10% group DISCOUNT

SPECIAL ORGANISER VOUCHER for a Denby Gift

SPECIAL OFFER price on fired pottery items when pre-booked

Each child will make and take home FREE a thumb pot or clay animal

Quality souvenirs to suit all budgets

FREE beverage for the coach driver

Tours around the factory are conducted in small groups by experienced guides who will tailor the presentation to the age and ability of the pupils introducing them to the sights and sounds of a working pottery, in a real industrial environment. During the tour, the children will also have the opportunity to handle the clay and paint with glazes.

If you have any queries, or would like to arrange a familiarisation visit, please telephone the Tours Information Desk on 01773 740 799 or email

to tours.reception@denby.co.uk and we will be delighted to help.

School & Activity Party Group Booking

- Pre-booking is essential. Please telephone us on 01773 740 799 to reserve places.
- Please refer to the information enclosed before completing this form and return it to:
Tours Reception, Denby Pottery Visitor Centre, Derby Road, Derbyshire DE5 8NX.
- You will then receive a booking confirmation and an invoice for a 10% deposit.

DATE OF VISIT	ARRIVAL TIMEam /pm	DEPARTURE TIMEam /pm
NAME OF SCHOOL / ACTIVITY PARTY		
NAME OF ORGANISER		
NAME & AGE OF BIRTHDAY CHILD		
ADDRESS		
POST CODE		
TEL NUMBER		

I would like to book The School Factory Tour. Please tick the preferred time.

10.30am	1.1pm
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I would like to book The School Craftroom Tour only. Please tick the preferred time

11am	12am	2pm	3pm	
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SCHOOLS - I would like my party to paint and have fired:
(Please tick)

Coasters @ £3.00 per child YES	Plates @ £5 per child YES
NO	NO

PLEASE NOTE: These items are payable separately from the tour on the day of your visit.

I would like to book The Activity Party Tour at 2.45pm.
Please highlight the preferred day:.

MONDAY	TUESDA	WEDNESDAY	THURSDA	FRIDA	SATURDA	SUNDAY
	Y		Y	Y	Y	

Please state the breakdown of numbers of the following in your group <i>and</i> the total:				
Accompanying Adults:	Factory Tour Age 6-15: Age 16+:	Craftroom/Activity Tour Age 0-15: Age 16+:	(The Craftroom/Activity Tour only) Disabled/Wheelchairs/Special Needs:	Total:
Please tick the box opposite if you require a risk assessment form:				
To help us to provide the best tour possible, please state below any disabilities or special needs within your party:				

I the organiser, confirm that I have chosen the most suitable tour for my visitors and have detailed any disabilities on the form above. I understand that our tour guide reserves the right to transfer a visitor to the Craftroom Tour, should they feel that the Factory Tour is unsuitable.

Organiser signature:

The School Factory Tour

The School Factory Tour is fully guided and is designed to visit various areas of the working factory building taking in **36 steps**.

Visitors will be on their feet for approximately **1½ hours**. This tour is not suitable for visitors under the age of 6, prams, babies in arms, wheelchair users or those with limited mobility.

A 'hearing helper' is available for those with hearing impairment.

The tour includes a video presentation, a tour of the factory floor and an artist demonstration.

All visitors are invited to make a thumb pot or famous Denby frog and paint a pot with glaze.

To have pieces of pottery fired to keep, the following special offer applies for schools who

book this service in advance by using the booking form enclosed:

8" Plate fired to keep: £5 each (normally £7.95)

Coaster fired to keep: £3.00 each

Duration: 1 hour 30 minutes

Available: Mondays to Thursdays only at 10.30am and 1.00pm

Admission: Adults, Helpers & Students age 6+ £5.25 per head

Numbers: 10-50 visitors per tour
(All school visits require 1 adult per 9 children).

Group Rate: 10% discount off the total value of the booking and a voucher for 4 x Denby Mugs

If you would like to make a group booking, please complete the enclosed tours booking form.

The School Craftroom Tour

The School Craftroom Tour is fully guided and is designed to take in a specific area of the factory building providing an overview of Denby past and present.

The tour includes a video presentation, an introduction to our unique stoneware product, heritage ware, information panels and an artist demonstration.

All visitors are invited to make a thumb pot or famous Denby frog and paint a pot with glaze. Items can be fired at an additional charge.

The tour is suitable for all ages and abilities and includes 36 steps. A lift is always on offer to wheelchair users with assistance and those with limited mobility. However, this requires further walking. We can accommodate up to 2 wheelchair users with assistance per tour.

For those with hearing impairment there is an induction loop at reception, subtitles in the video room and a 'hearing helper'.

To have pieces of pottery fired to keep, the following special offer applies to schools who book this service in advance by using the booking form enclosed:

8" Plate fired to keep: £5 each (normally £7.95)

Coaster fired to keep: £3.00 each

Duration: 1 hour

Available: Monday to Sunday at 11am, 12am, 2pm and 3pm

Admission: Adults, Disabled, Helpers & Students
£4.25 per head

Numbers: 10-60 visitors per tour
(All school visits require 1 adult per 9 children).

Group Rate: 10% discount off the total value of the booking and a voucher for 4 x Denby Mugs

If you would like to make a group booking, please complete the enclosed Tours Booking Form.

Activity Party Tour Information

Activity Party Tours guarantee fun and entertainment for children of 4-10 years old (for a minimum of 5 and maximum of 20 including adults).

Parties are available at 2.45pm daily lasting approximately one hour and must be pre-booked on 01773 740799.

Please ensure that all visitors are present at least 15 minutes before the commencement of the tour wearing sensible shoes.

Activity Party Cost per child £9.95

Activity Party Content:

- Learn how pottery is made.
- Have fun making Denby animals and clay souvenirs to take home and paint when dry.
- Watch the Denby artist, then paint a tea plate with glaze using sponges and stencils and have it fired to keep.

Why not use the form on the reverse to design your plate in advance?

- Denby gift and card for birthday child.

Please note:

A maximum of 1 supervising adult per 5 children is allowed **free of charge**.

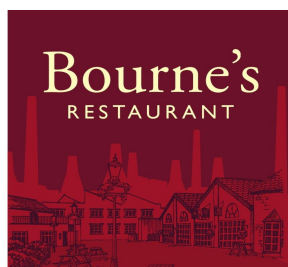
If other adults wish to accompany the tour, a charge of £2.95 will be made.

Additional tea plates can be fired at a cost of £3 if requested.

Fired plates are available for collection from 2pm the following day or delivered in 2-4 weeks for a postage cost of £5 (includes up to 6 items) to an address within the UK or ROI.

(Catering can be provided in Bourne's Courtyard Restaurant.

Please see our booking form enclosed for further details).



Bourne's Restaurant Booking Form Activity Party Catering

- Catering can be provided for Activity Parties at 4pm in Bourne's Courtyard Restaurant. This includes a Party Food for £4.95 per child and table decorations. (For Party Food contents see reverse).
- There is also the option to bring your own birthday cake. If you would like to do this, simply take the cake direct to the restaurant upon arrival for storage until you require it.
- To make a booking please complete both sides of this booking form and return to:
Tours Reception, Denby Pottery Visitor Centre, Derby Road, Denby, Derbyshire DE5 8NX.
- Payment for the party catering is to Bourne's Restaurant on the day of your visit.
- Bourne's Restaurant will telephone you on the Thursday prior to your visit to confirm the booking details.

DATE OF PARTY:		
NAME OF ORGANISER & BIRTHDAY CHILD IF APPLICABLE:		
TELEPHONE NUMBER:		
TOTAL NUMBER IN PARTY:		
Please note any special dietary requirements here:		
No. of	No. of	We will bring a Birthday Disabilities / Wheelchairs



Children	Adults	cake	etc

Bourne's Restaurant Booking form Party Food Requirements

£4.95 per child

White finger roll with a choice of filling:

Tuna, Ham, Strawberry Jam, Cheese or Egg

**Cheese Quavers, Savoury Roll, Fresh Fruit &
Fruit Shoot drink**

Drinking water is provided free of charge.

**Please complete the white finger roll
filling requirements below:**

Filling	Number of children requiring this filling
Tuna	
Ham	
Strawberry Jam	
Cheese	
Egg	

Please Note:

Please use the form overleaf to detail any special dietary requirements.

Please allow a minimum of **two adults** per party meal to ensure adequate supervision and to accompany children to the toilet which can be found in the courtyard.

Important Organiser Information

Access

Denby Visitor Centre is accessible to all visitors. We hope that all visitors to the Pottery have a worthwhile experience, however, it is appreciated that those with disabilities may experience some difficulties, therefore we hope the following information will enable everyone to get the most out of their visit.

There is a setting-down point at the entrance and public parking close-by with disabled spaces. Wheelchair users with assistance and those with limited mobility will be able to access the Visitor Centre site at ground level which includes easy access toilets. Our Craftroom Tour is also suitable for all abilities. A lift is always offered to aid access to our Craftroom Tour but does require further walking. For those with hearing impairment there is an induction loop at reception, subtitles in our video room and the option of a hearing helper. Guide dogs on leads are admitted into the Visitor Centre and Craftroom Tour. Our trained staff are glad to be of assistance at all times.

Preview Visits

This complimentary facility booked in advance is available to bona fide teachers or group organisers for a maximum of two visitors to provide brief look at the working factory environment to help you select the most appropriate tour.

Payments

Payments may be made by cash, or credit card (Access, Visa, Visa Debit, MasterCard, Solo or Maestro). Please note that we only accept Company Cheques which should be made payable to Denby Retail Limited. We do not accept vouchers as payment.

Deposits

A minimum 10% deposit per booking is required and is non-refundable or transferable. This is requested on your first invoice and is required immediately to secure your booking.

Final Payment

Final payment must be paid prior to or on the day of your visit. The group organiser should make payment before visitors leave the coach so

that any important information or vouchers can be relayed to your visitors before they disperse.

Final numbers

Final numbers are required no later than one week prior to your visit. Please note that this is the figure that will be charged for on the day of your visit.

Arrivals

Please report to Tours Reception fifteen minutes prior to the commencement of your tour advising tours reception of any disabilities or illness within your party. Late arrivals will be rescheduled if space is available.

Cancellations

A full charge will be made if less than two days notice is given or if your party fail to arrive without prior notification.

Schools & Children's Parties

For safety reasons, teachers and adults accompanying groups of children or students **must** accompany and supervise their groups throughout their visit. Children's Parties require a ratio of one adult per five children and Schools one adult per nine children/students. Special offer school plates or coasters will not be included on the tour invoice and must be paid for on the day of the visit.

Restaurant Bookings

Restaurant bookings are dealt with through Bourne's restaurant direct. They can be contacted on 01773 745619. Please contact the restaurant

Activity Party Tour Design Sheet

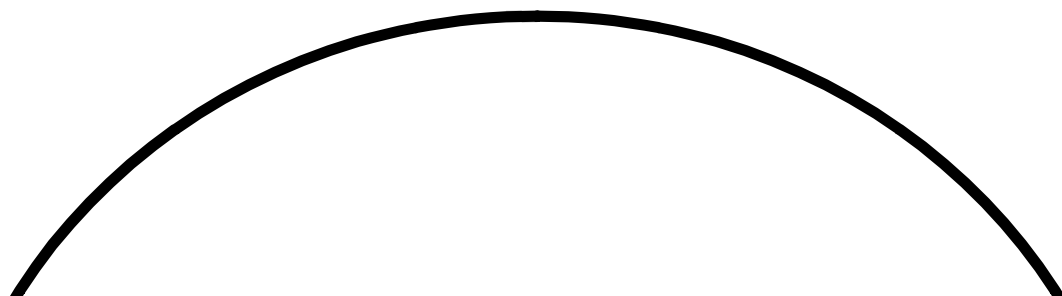


Design a plate!

In the Denby Craftroom you will watch the artist paint a design on a plate- then you have a go yourself! Practise your design here first.

My Name

My design



School Special Offer

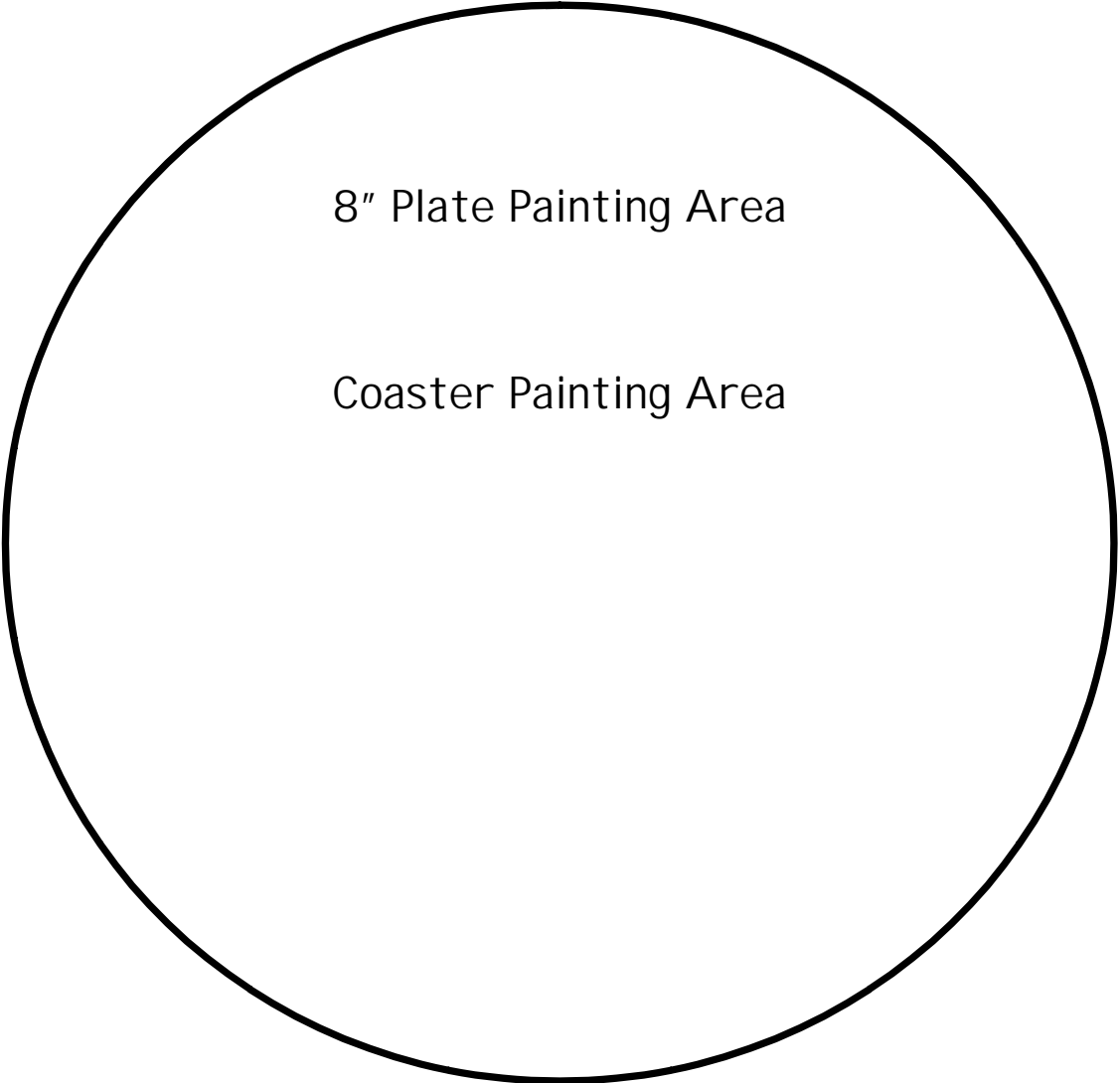
All pre-booked Coasters and 8" Plates to be painted and fired on the day of your visit qualify for the following offers:

8" Plates £5.00 each (*Normally £7.95*)

Coasters (for Schools only) £3.00 each

To book, simply indicate the required number on your booking form (see reverse).

CREATE A PERFECT SOUVENIR OF YOUR VISIT!



8" Plate Painting Area

Coaster Painting Area