



NOTTINGHAMSHIRE ARCHIVES

BOOKING FORM:
GROUP VISITS TO NOTTINGHAMSHIRE ARCHIVES

1 Name of Organisation

2 Contact Name

3 Address

..... Postcode

Email Telephone.....

4 Proposed date of visit

5 Proposed times (*please circle*) AM 10 – 11.30 PM 2.30 – 4.00 PM 7 – 8.30

6 Format of Visit

All visits to Nottinghamshire Archives begin with a talk introducing the archives service and its collections. This is followed by a tour round the building including the archive searchroom, storage areas and, if possible, the conservation unit. The archivist leading the visit will also explain procedures for accessing information and there will be an opportunity for you to ask questions. If you wish to view specific documents or have a particular interest please discuss these at the time of booking. We will try to accommodate your requests, however, sometimes documents are on loan, undergoing conservation treatment or are otherwise unsuitable for display.

7 Please let us know if anyone in your group uses a wheelchair, or has a mobility or other difficulty so we can make suitable arrangements to accommodate them (complete section overleaf)

8 Number in group (min 15 / max 30).....

Nottinghamshire Archives welcomes visits from groups and societies, however, a visit does involve considerable preparation and, often special caretaking arrangements have to be made. **Bookings should be made as far in advance as possible with a MINIMUM of 4 weeks notice.**

9 Signature Date

FOR OFFICE USE:

SPECIFIC REQUIREMENTS:

ACCESS

We aim to make every customer's visit as enjoyable and comfortable as possible. Please advise us of your needs at the time of booking and we will do everything we can to help.

PLEASE RETURN THE SIGNED COMPLETED FORM TOGETHER WITH YOUR REMITTANCE FOR £45 PAYABLE TO 'Inspire' TO:

**Nottinghamshire Archives
County House
Castle Meadow Road
Nottingham
NG2 1AG**

PLEASE NOTE:

1. This booking is subject to confirmation by Nottinghamshire Archives.
2. The remittance of £45 must be received at the latest by 2 weeks prior to the visit.

Archivist leading the visit _____

Date form received _____

Date payment received _____

Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham, NG2 1AG
Telephone: 0115 9581634