Capital E OnTV and Museum of Wellington

MUSEUM OF WELLINGTON CITY & SEA
TE WAKA HUIA O NGA TAONGA TUKU IHO

Booking Form

Please complete a separate booking form
for each class attending.

School: _____ **Teacher's name:**_____

Teacher's cell (day of your visit):_____**Teacher's email:**_____

School phone: _____ **Fax:**_____

School address: _____

What is the best way to contact you? _____

Preferred date: _____ **2nd choice:**_____

Session timing: *Arrival time is 10 minutes prior to session start time.*
Museum of Wellington: 9:30 – 11.30am.
Lunch break and walk to Capital E: 11.30am – 12.00pm.
OnTV Studio: 12:00pm – 2.30pm.

Class level (please circle)**:** **Year 4** **Year 5** **Year 6** **Year 7** **Year 8**

Class choice(please circle)**:** **Time Watch** (Year 4+) **OR** **Wahine Experience** (Year 6+)

*Please note: Minimum number allowed is 14 students. Maximum number is: 32 students.

Number of students*: _____ **Number of Teachers**_____**(free)**
Number of adults (a maximum of 3 will be admitted free of charge) **Free:** _____**Paying:** _____
Special needs or requests: _____
Payment cannot be accepted on the day. Capital E will send an invoice for OnTV and Museum of Wellington after your visit. The cost per student is $8.50(Wellington Schools) or $11.00(outside of Wellington). Teachers and up to three parent helpers are admitted for free. Additional adults pay the student rate. NB: OnTV has a minimum session charge of $150. Written confirmation will be sent within 7 days. If your booking is cancelled less than 21 days prior to your visit, a cancellation fee of $75.00 will be charged. A cancellation received within 7 days of the visit will incur a $150.00 charge.

Teacher resource materials and further information can be found on our website. **www.capitale.org.nz**
You will be sent the resource information that you need for your chosen programme.

If you have any queries you may contact:
Capital E Booking Coordinator Ph: (04) 913 3742 **capitalebookings@wmt.org.nz**
Capital E OnTV Coordinator Ph: (04) 913 3732 **ontv@wmt.org.nz**
James Dickson, Museum of Wellington Ph: (04) 496 1943 **james.dickson@wmt.org.nz**

Please complete this form, keep the original and fax it to Capital E on: Fax (04) 913 3735
Capital E will book your Museum of Wellington programme for you.

The Museum of Wellington and Capital E are managed by the Wellington Museums Trust with major funding support from the Wellington City Council.

CAPITAL E OFFICE USE ONLY – Website

Booking Received: MOWCAS & Capital E Confirmation Sent:: Resources Sent:: V:Ma09