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# **Group Visits Information**

#### **About the Museum**

CNAM has been in existence in its present form for over 40 years. We are a charity, dedicated to the preservation of all aspects of the Military and Civil Aviation history of Norwich and Norfolk. The museum is almost entirely run by volunteers and relies on public support for its continued existence. Group visits are organised and staffed by volunteers who are passionate about aviation and have a wealth of knowledge to share.

### Which Types of Group Can Visit?

The museum welcomes group visits from <u>all</u> types of clubs, societies and informal groups as well as youth organisations including, Schools (both primary and secondary), Scouting / Guiding groups, and Air Cadets.

Whatever type of Group you have you are welcome to visit us and enjoy a great day out exploring our unique collection of military and civil aircraft and cockpit sections, together with indoor displays showcasing Norfolk's aviation history. School groups from primary school age upwards may like to plan a visit as part of their study of the Second World War, Cold War, Military History, Engineering or Science.

A museum risk assessment and copy of Public Liability Insurance are available upon request.

#### When Can Groups Visit?

Group visits are welcome at any time the Museum is open to the public. Please see our website or call the museum office to check opening times. Visits outside of normal public opening times, including evenings, can occasionally be arranged but, due to volunteer availability, access outside of normal opening can't be guaranteed and we encourage groups to visit during normal opening times if at all possible.

#### **Discounted Group Admission Rates and Payment**

Group admission for adults, seniors (over 65) and other concessions (disabled, serving / former services, blue lights etc) are charged at £1 discount on the published entry charge per person. (Check website for latest standard admission prices)

Admission rates for all school / youth groups (under 18 years of age) are charged at £1.00 discount from the published child entry charge per head. This includes children under 8 (i.e. under 8's are not admitted free when attending with a school). Adults from your organisation are responsible for children at all times during your visit. We recommend that a minimum one adult be in attendance for every five children, these adult will be admitted without charge.

We accept payment by cash, card (preferred) or cheque. Cheques should be made payable to 'The City of Norwich Aviation Museum'. For Schools and other recognised organisations, we can invoice the full cost of your visit. Invoices will be presented on the day you come to the museum and payment can be made by BACS (bank details are on the invoice) or by credit card over the phone. Payment is requested within 7 days of the invoice date.

#### **Group Sizes**

The minimum size of group to qualify for discounted entry is normally 10 people. However, exceptions may be made in certain circumstances e.g. veterans or their families with a particular connection to Norwich. If you are looking to bring a group of less than 10 people, please contact us to discuss your specific circumstances.

We do not have a maximum limit on group size but would suggest that up to 35 people is appropriate. If you are looking to bring a larger group, please contact us at least one month in advance to discuss your plans.

#### **Aircraft Guided Tours**

For an additional price of £3.50 for adults and £2.50 for children, and subject to volunteer availability, pre-booked groups may have the opportunity of a guided tour inside one of the Museum's larger aircraft; normally our Nimrod MR2 maritime patrol aircraft, Avro RJ85 Airliner or the Vulcan Cold War bomber.

Access to the Nimrod and RJ85 is by airport type passenger steps. Access to the Vulcan requires the climbing of two ladders. There is no ramp / wheelchair access to any of the aircraft. For primary schools or other groups where the majority of participants are age 12 or under, we only offer tours on the RJ85. Children are, however, allowed to sit in the pilot's seats on this aircraft. Guided tours of the Vulcan are normally only available to adult groups.

Requests for tours should be made in the appropriate section of the Group Visit Booking Form. If tours have not been requested in advance, regrettably, it may not be possible to accommodate these "on the day".

#### **Exploring the Museum**

Visits through the museum are usually self-guided, although volunteers are normally available to interpret exhibits and answer questions. Personalised tours or talks may be available by special request. Please contact us to discuss any special requests.

We have a range of activities which can be provided for School / youth groups including a quiz / treasure hunt around the museum and aircraft identification sheets. We can also supply a range of table-top activities. These are all provided free of charge. Were possible, and given sufficient prior notice, we may be able to provide additional activities tailored to specific lessons or elements of a school's curriculum. Please make us aware of any such requests when first enquiring about a visit.

All areas of the museum are accessible to disabled visitors but it should be noted the surface of the car park is gravel and the surface of the aircraft park is grass.

As the aircraft park is outdoors, please ensure that all members of your group dress appropriately for the weather. In Autumn and Winter warm clothing and waterproof footwear are strongly recommended. On sunny days in Summer remember hats and sun cream.

It is recommended that you allow at least 2 hours for your visit with longer advised for full visit, especially if having an aircraft guided tour.

# **Catering Facilities**

The Museum has a tea room which offers a wide range of hot and cold drinks, cold snacks (including sandwiches and filled rolls), cakes and confectionary. We do not offer any hot food. Groups are welcome to bring their own lunches to enjoy either indoors or at our outdoor picnic area, which offers views of aircraft flying from Norwich Airport.

# **Other Facilities**

Other facilities include free car and coach parking, toilets (including accessible and baby change facilities), and a gift shop selling a wide range of aviation related books, models and souvenirs.

# **Further Information / Booking**

For further information, please email <a href="mailto:groupvisits@cnam.org.uk">groupvisits@cnam.org.uk</a> or phone the Museum office during public opening hours on 01603 893080

To book a visit please complete and return a Group Booking Form (available via the above contacts) to <a href="mailto:groupvisits@cnam.org.uk">groupvisits@cnam.org.uk</a>

We hope to see you soon!