



Booking form

Prepared for: Teachers and Group Leaders

Prepared by: Maggie James, Artist / Educator

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Contact: bayartcardiff@gmail.com

INFORMATION AND BOOKING FORM

Visiting us

Visiting us is easy. We are about a mile away from the centre of Cardiff.

Coach: If using SatNav or GPS Enter the post code CF10 5AL into your SatNav this will take you into the heart of Cardiff Bay.

There is a coach drop-off point behind the gallery on The Flourish.

Cardiff Bay train station is less than 1 minute from the gallery.

Trains run from Queen St station to Cardiff Bay station every 12 mins

Cost

Each pupil is asked to pay £3.50

Access

Wheelchair access is possible through the entire site with 2 small lifts. Ramped access is available at the rear of the building.

Working in the gallery

Children might be asked to use materials such as charcoal or paint. To avoid damage to clothing, please bring aprons / protective clothing e.g a large shirt with sleeves trimmed.

Workshops

All workshops are led by practicing artists.

Required visitor conduct

Teachers and group leaders must not leave pupils unsupervised.

Safety notes

Pupils are asked not to touch artwork – many of the drawings on display are in large glass frames. Pupils are also asked not to push any freestanding objects – as they might contain an AppleMac or DVD player. Also to be careful of the steps in the middle of the gallery, to take care as the floor can be slippery and finally not to touch alarm switches or fire extinguishers.

Lunch

A safe enclosed paved area can be used during fine weather.

Risk assessment

Please be assured that your safety and health whilst on our site is of our utmost concern. We want to ensure that your visit is a fun, enjoyable learning experience. The venue fully accepts its responsibilities under Health and Safety Legislation. BayArt has Public Liability Insurance. A copy of our insurance certificate can be seen, prior to your educational visit, if required. BayArt has a policy for the safeguarding of children.

The venue tries to accommodate the requirements of all visitors. Schools and party leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs. The lighting level within indoor areas is very good for any pupils with visual Impairment.

First Aid

We have a first aid point within the gallery, in the gallery office. We do not have a qualified first aider on site.

Fire exits

The gallery has fire exits at the front and rear of the building.

Emergency procedures

The venue should obviously be contacted by the school if any visiting pupil is known to have any specific or serious medical condition / need. Discussion will be needed prior to the visit to consider any emergency arrangements. We will, where it is safe to do so, aim to fully include pupils with specific or serious medical conditions within activities offered.

Toilets

Three public toilets are present (one with disabled facilities) within the venue.

We look forward to welcoming you, however if you wish to discuss aspects of your visit or would like to arrange a pre visit please do not hesitate to contact Maggie James.

A list of schools that have visited our venue is available upon request

If after your visit you have any concerns or experienced any problems regarding the management of the venue or safety and health of members of your party, we would welcome the opportunity to discuss these with you.

BOOKING FORM

Workshops

Workshops take place during each show. Please identify the show that interests you and to make sure of securing a place please identify 3 dates that are suitable for your school. The gallery is closed to the public on Monday all day and from 9 - 12 Tuesday - Friday, so that is a safe and secure time for younger children to visit. Please return forms to BayArt, 54b/c Bute St, Cardiff, CF10 5AF or email to bayartcardiff@gmail.com

Name of Exhibition.....

Name of Teacher.....

Year Group.....

Class size.....

Address of school.....

Telephone No.....

Email.....

Please identify three possible dates and times that are suitable for your school

Date 1.....

Date 2.....

Date 3.....
