

# THE BLACK COUNTRY LIVING MUSEUM

## BOOKING AND PLANNING A VISIT

### Educational Visit Prices:

Students £6.60, 1 Adult FREE per 10 Students

Additional Adults £10.70

### BOOKING AND PLANNING AN EDUCATIONAL VISIT TO THE BLACK COUNTRY LIVING MUSEUM COULD NOT BE EASIER.

All educational groups must book in advance. To check availability and provisionally reserve your place call the **BOOKING OFFICE** on **0121 520 8054**.

#### To book your educational visit, simply:

- Decide on a suitable date for your visit, with alternatives in case your first choice is not available.
- Decide if you would like a **FREE** lesson in the Victorian School.
- Decide if you want to take advantage of a **FREE** tour of the Underground Coal Mine (not recommended for Key Stage 1).
- Decide if you require a trip into Dudley Canal Tunnel & Caverns (additional charge applies).
- Decide on your arrival and departure times.
- Contact the **Booking Office** on **0121 520 8054** to check that your preferred date is available.
- This is the time to let us know the age of your group, the subject they are studying and if they have any special requirements.

**The agreed date will then be provisionally held for you until you complete and return the enclosed Booking Form.**

- Complete the booking form, photocopy it for your records and return it to confirm your visit.
- Remember to book your transport!

Once we have received the completed booking form we will forward a booking acknowledgement to you.

**Bring this with you on the day of your visit.**

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### PAYMENT

Payment is to be made in full on the day of your visit at the Museum. This ensures you only pay for the numbers who actually attend on the day of the visit.

#### PAYMENT TO BE MADE IN FULL ON ARRIVAL.

Mastercard, Visa, Switch and Delta are accepted. Cheques should be made payable to:

**THE BLACK COUNTRY LIVING MUSEUM TRUST**



For more information or to make a booking contact the Booking Office on

**0121 520 8054**

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# THE BLACK COUNTRY LIVING MUSEUM

## EDUCATIONAL VISIT BOOKING FORM

Once you have made your provisional booking please complete this form and return it to:  
 Booking Office, **THE BLACK COUNTRY LIVING MUSEUM**  
 Tipton Road, Dudley, West Midlands DY1 4SQ

Contact Name:.....

Organisation / School:.....

Address:.....  
 .....

Postcode:..... LEA:.....

Daytime Tel. No:.....

Email:.....

Date of Visit:.....

Estimated time of arrival:..... Estimated time of departure:.....

Age Group:..... Key Stage:.....

Specific area of study:.....

### EXPECTED NUMBER IN GROUP

(Prices shown below are for groups of 10 persons or more and are valid until 31st December 2010):

	Number in Party		Number in Party
No. of Students @£6.60	<input type="text"/>	No. of Adults <b>FREE OF CHARGE</b> (1 Adult FREE per 10 students aged 5-16)	<input type="text"/>
No. of Adults @ £10.70	<input type="text"/>		
Group Organiser <b>FREE OF CHARGE</b> (with students over 16 with NUS card)	<input type="text"/>	No. of Seniors @ £8.60	<input type="text"/>

**PLEASE NOTE: PAYMENT TO BE MADE IN FULL ON ARRIVAL**

Please tick box to show you are aware of this.  
 Mastercard, Visa, Switch and Delta are accepted.  
 Cheques should be made payable to:  
**THE BLACK COUNTRY LIVING MUSEUM TRUST**



Please tick below if you wish to book any of the following for your group of 20 or more:

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • COSTUMED GUIDE (subject to availability)   | <input type="checkbox"/> | <input type="checkbox"/> |
| • A FREE UNDERGROUND COAL MINE TOUR          | <input type="checkbox"/> | <input type="checkbox"/> |
| • A FREE LESSON IN THE VICTORIAN SCHOOLROOM  | <input type="checkbox"/> | <input type="checkbox"/> |
| • A TRIP INTO DUDLEY CANAL TUNNEL & CAVERNS* | <input type="checkbox"/> | <input type="checkbox"/> |
- (\*additional cost) this trip is operated by Dudley Canal Trust (Trips) Ltd., to whom payment should be made at the boat.
- Parties are advised to indicate their intention to have fish and chips  
 This does not guarantee you will have them for a specific time, you will not have priority over other visitors.

Approximate Number  Just Chips

## BOOKING OFFICE: 0121 520 8054

FAX: 0121 557 4242

Between 10am - 4pm Monday to Friday

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## INFORMATION & FACILITIES

### First Aid

The Museum has a number of trained first aiders. If a first aider is required, please seek assistance from any member of staff or go to the main entrance building.

### What to Wear

The Museum is a large open air site. During inclement weather there is plenty to see inside the many buildings, but make sure the group come prepared with a waterproof if wet weather is forecast. In the colder winter months, students should wear warm clothing, and appropriate footwear is recommended at all times.

### Toilets

Toilets are situated at the entrance, next to the Canalside Cafe and in the Museum village at the Bottle and Glass Inn.

### Food Outlets

#### *Fish & Chip Shop*

The 1930's Fish & Chip Shop offers traditionally cooked fish and chips, reputed to be the best in the Midlands.

#### *The Canalside Cafe and Refreshment Area*

The Canalside Cafe and refreshment area are situated overlooking the Museum canal and offer a wide selection of food from snacks to hot and cold meals.

#### *Cafe Bar*

Hot drinks and light refreshments are available from the Museum's Cafe Bar in the main entrance (occasionally closed).

### Picnic Areas

If groups prefer to bring their own packed lunch there are a number of grassed picnic areas around the site. During inclement weather there is an undercover picnic area available with limited space.

### Parking

There is **FREE** coach parking next to the Museum entrance.

### Gift Shop

There will be time for the group to visit the Museum Gift Shop. The shop sells a wide range of books and souvenirs relating to the Black Country and the Museum. To save time and money £1, £2 and £3 gift packs can be pre-ordered using the enclosed Shop Booking Form.

### Length of Visit

We recommend you allow sufficient time - at least three hours, although a full day is required to do justice to the extensive attractions at the Museum. Remember the open air site covers 26 acres. Groups of 20 or more can pre-book the following using the enclosed booking form.

- **FREE Lesson in the Victorian Schoolroom**
- **FREE Underground Coal Mine Tour**
- **Trip into Dudley Canal Tunnel and Limestone Caverns (additional charge applies)**

### Special Needs

Wheelchair access is available to the majority of buildings. However, because of the authentic reconstructions, some exhibits can pose difficulties for those with restricted mobility. Staff are always on hand to assist. Wheelchairs are available for free hire - however, pre-booking is essential. Adapted toilets are available in the entrance building and adjacent to the Canalside Cafe.

## IMPORTANT NOTICE

Museum guides are facilitators only. It is the responsibility of the accompanying adults to ensure students conduct themselves appropriately at all times.

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## FREQUENTLY ASKED QUESTIONS

### **How much time will it take to go around the Museum?**

Most schools spend the day with us, arriving at approximately 10.00am and leaving at approximately 2.30pm. We would recommend that you allow this amount of time to ensure the students get to see as much of the site as possible. The Guide will be with you for the duration of the visit except during lunchtime.

### **How long do we spend in the school and mine?**

Upon booking, you will be asked if you want a school and mine slot. The school lesson lasts for approximately 30 minutes and the mine trip lasts approximately 30 minutes. Your guide will be told when you are due to visit these areas of the Museum; they will ensure that you arrive in good time.

### **How long do we spend on the canal boat?**

Upon booking you will be asked if you want a canal trip. **THERE IS AN ADDITIONAL CHARGE FOR THIS.** The trip takes about 40 minutes.

### **What should the students wear?**

As it is a large open-air site, we recommend waterproofs and comfy shoes.

### **Where can the students eat their lunch?**

There are picnic benches around the site. We also have an undercover area, which can be used in bad weather.

### **Is there anywhere that students can buy food or drinks from?**

The Museum has a Canalside Cafe and refreshment area. Students can buy snacks, sandwiches and drinks from here. In addition, we have a 1930's Fish & Chip Shop where food can be purchased. There is no space for students to eat inside this fish and chip shop.

### **Can we hire costumes for the students to wear?**

No, however many schools encourage their students to dress up in appropriate clothes of the period.

### **Will the students be able to buy anything?**

Yes, our shop stocks a range of souvenirs and gifts. In addition, we offer a 'pre-order' gift pack range for £1, £2 or £3. This saves you time and money! Gift packs can be collected just before you leave. A Gift Shop order form is with this booking pack. In addition, students can buy sweets from our sweet shop.

### **I've got to complete a risk-assessment, what are the risks on-site?**

The Museum has produced a risk assessment for visiting groups. However, we do recommend a preliminary site visit. These are free for up to 2 teachers. All we ask is when you arrive at the Museum reception you complete a preliminary visit form.

### **Do we need a guide?**

For most educational visits a guide is essential. Occasionally, when a group is carrying out special projects a guide may not be necessary. Individual requirements can be discussed with our Booking Office.

For more information or to make a booking contact the Booking Office on:

**0121 520 8054**

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# THE BLACK COUNTRY LIVING MUSEUM

## DUDLEY CANAL TUNNEL VISIT

### INCLUDE A TRIP INTO THE DUDLEY CANAL TUNNEL AS PART OF YOUR MUSEUM VISIT

### Take Advantage of Group Discount Rates

**Dudley Canal Trust** operates boat trips into the world famous Dudley Canal Tunnel and Limestone Mines from the Museum site.

This unique Canal Tunnel connects with a 200 year-old system of limestone mines, branch tunnels and open ivy curtained canal basins. This is now the only remaining example open to the public of Black Country's mining heritage.

Two underground audio-visual shows and a skipper-guided tour bring the history of this hidden world to life!

Trips take about 40 minutes. Group rates (available for parties of 20 or more) are:

**Children £3.95, Adults £4.79 and Seniors £4.30**

Please complete the trip into Dudley Canal Tunnel & Caverns section on the Museum Group Visit Booking Form to indicate if you would like to book a trip.

#### PAYMENT

Payment to be made to Dudley Canal Trust on the day of your visit either by cash, cheque made payable to: **Dudley Canal Trust (Trips) Ltd.** or by Mastercard, Visa, Switch and Delta.



**BOOKING OFFICE: 0121 520 8054**

Between 10.00am - 4.00pm Monday to Friday

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# THE BLACK COUNTRY LIVING MUSEUM

## GIFT SHOP BOOKING FORM

Teachers / Group leaders let us make your Museum experience easier.  
**YOU WANT TO VISIT OUR SHOP BUT DON'T HAVE TIME TO QUEUE? THEN DON'T!**  
 Pre-order from our selected gift pack range saving you money **and** time.  
 Then collect your packs from the Gift Shop before you leave.

Please indicate your requirements below and return this form with your Educational Visit Booking Form to:

Booking Office, **THE BLACK COUNTRY LIVING MUSEUM**

Tipton Road, Dudley, West Midlands DY1 4SQ

### PACK 1

**£1.00**

MUSEUM NOTE PAD 90p  
PENCIL 40p (A SAVING OF 30p)

### PACK 2

**£2.00**

MUSEUM NOTE PAD 90p  
PENCIL 40p & SHARPENER 90p  
(A SAVING OF 20p)

### PACK 3

**£3.00**

MINI PEN 60p, ERASER 65p  
PENCIL 40p & SHARPENER 90p  
POSTCARD 35p & BADGE 50p  
(A SAVING OF 40p)

Contact Name:.....

Organisation / School:.....

Address:.....  
.....

Postcode:..... Daytime Tel. No:.....

Date of Visit:..... Number in Party:.....

### YOUR ORDER

PACK 1:..... Number required @ £1.00 per pack:  Total Cost

PACK 2:..... Number required @ £2.00 per pack:  Total Cost

PACK 3:..... Number required @ £3.00 per pack:  Total Cost

Sub Total

PLEASE NOTE: PAYMENT TO BE MADE IN FULL ON ARRIVAL

Mastercard, Visa, Switch and Delta are accepted. Cheques should be made payable to:  
**THE BLACK COUNTRY MUSEUM ENTERPRISES LTD.**

**TOTAL DUE**



**BOOKING OFFICE: 0121 520 8054**

FAX: 0121 557 4242

Between 10am - 4pm Monday to Friday

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## RISK ASSESSMENT INFORMATION FOR SCHOOLS

POTENTIAL HAZARD	PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED TO REDUCE RISK
<b>General</b>	Students	Teachers, lecturers or accompanying adults are responsible for the care of students at all times.	Museum guides are facilitators only. Staff / accompanying adults are to be made aware of their responsibilities.
<b>Car Park</b>	Students & Staff	Private car park. Coach drop off point by entrance. No public roads to cross. Space for groups to disembark and gather. Groups met by guide.	Head counts. Designated group leaders. Divide into groups. Clear instructions to stay with group leaders.
<b>Water</b> (There are canals and streams on site)	Students & Staff	Secure tow paths along most canal edges. Footpaths. Life belts and rescue lines available to staff nearby.	Warn students about canals before visit. Students to stay with group. Students instructed to keep away from edge.
<b>Trip and Slip</b> (Cobbles, shale, steps, kerbs, tram lines)	Students & Staff	Staff must instruct students not to run or engage in horseplay during visit. Safety notice on map and site plan.	Stay on designated footpaths. Wear suitable footwear and clothing e.g. trainers or walking shoes - avoid heels.
<b>Lost Persons</b>	Students	Guided groups. Staff must remain with groups at all times. Sign posts. Staff in most buildings. Radio communication around site.	Conduct head counts regularly. Instruct students to stay with group. Stay in pairs and never wander off alone. Suggested meeting point is reception in the main entrance (close to shop)
<b>Fainting, Illness and Injury</b>	Students & Staff	Trained first aiders on site. First aid room. First aid boxes at key locations around site. Staff member or nominated person to remain with sick or injured student.	Instruct students to eat breakfast to avoid faintness. Students to bring water and hats if sunny. Allow for a snack stop. Alert guide if you have any concerns about medical conditions of members of your party e.g. diabetes.

The local A&E is at Russells Hall Hospital - approx 3 miles from the Museum

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## RISK ASSESSMENT INFORMATION FOR SCHOOLS

POTENTIAL HAZARD	PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED TO REDUCE RISK
<b>Vehicles</b> (Operating within Museum site)	Students & Staff	Guide leads on footpaths when available.	Instruct students to be vigilant when walking on the road.
<b>Inside Buildings</b>	Students & Staff	Students are made aware of the coal fire where relevant.	Encourage students to be careful and vigilant in buildings.
<b>Fairground</b>	Students	Trained operators. Rides licensed and regularly checked by experienced staff.	Staff should inspect fairground rides before allowing students to use them.
<b>Chain Maker</b>	Students & Staff	Chain railings to stand behind.	Instruct students to stand back when the chainmaker is demonstrating.
<b>Member of Public Coming in Contact with Group</b>	Students	Students kept in groups. Teaching staff with group at all times.	Teachers and students to be aware that they are in a public place. Members of the public will also be in the Museum.
<b>Underground Mining Display</b>	Students & Staff	Safety helmets provided. Trained staff lead groups. Emergency procedures in place for evacuation.	Teachers to ensure that groups follow mine guide instructions. Teachers to be vigilant that students do not remove helmets. Teachers should be aware that the mine is a dark and confined space.
<b>Animals on Site</b> (Horses, pigs, chickens)	Students	Hand washing facilities in site toilets. Guides will instruct students to wash hands if they come in contact with animals.	Staff should ensure that hand washing takes place after touching animals and before eating.
<b>Weather</b>	Students & Staff	The Museum is an outdoor site. Visitors should bring suitable outdoor clothing. Disposable rain macs can be purchased in the Museum Shop.	Staff should inform students in advance of the trip to bring suitable clothing.
<b>Food in Fish &amp; Chip Shop is cooked in Animal Fat</b>	Non-Meat Eating Students & Staff	Non-meat eating students and staff are advised to seek alternatives.	Teacher to ensure that all non meat eaters are aware that food is fried in animal fat in the Fish & Chip Shop.
<b>Behaviour of Students</b>	Students & Staff	Accompanying adults are in charge of the group. The guide is a facilitator and is not responsible for students behaviour.	All adults with group have prior knowledge of students and a register.

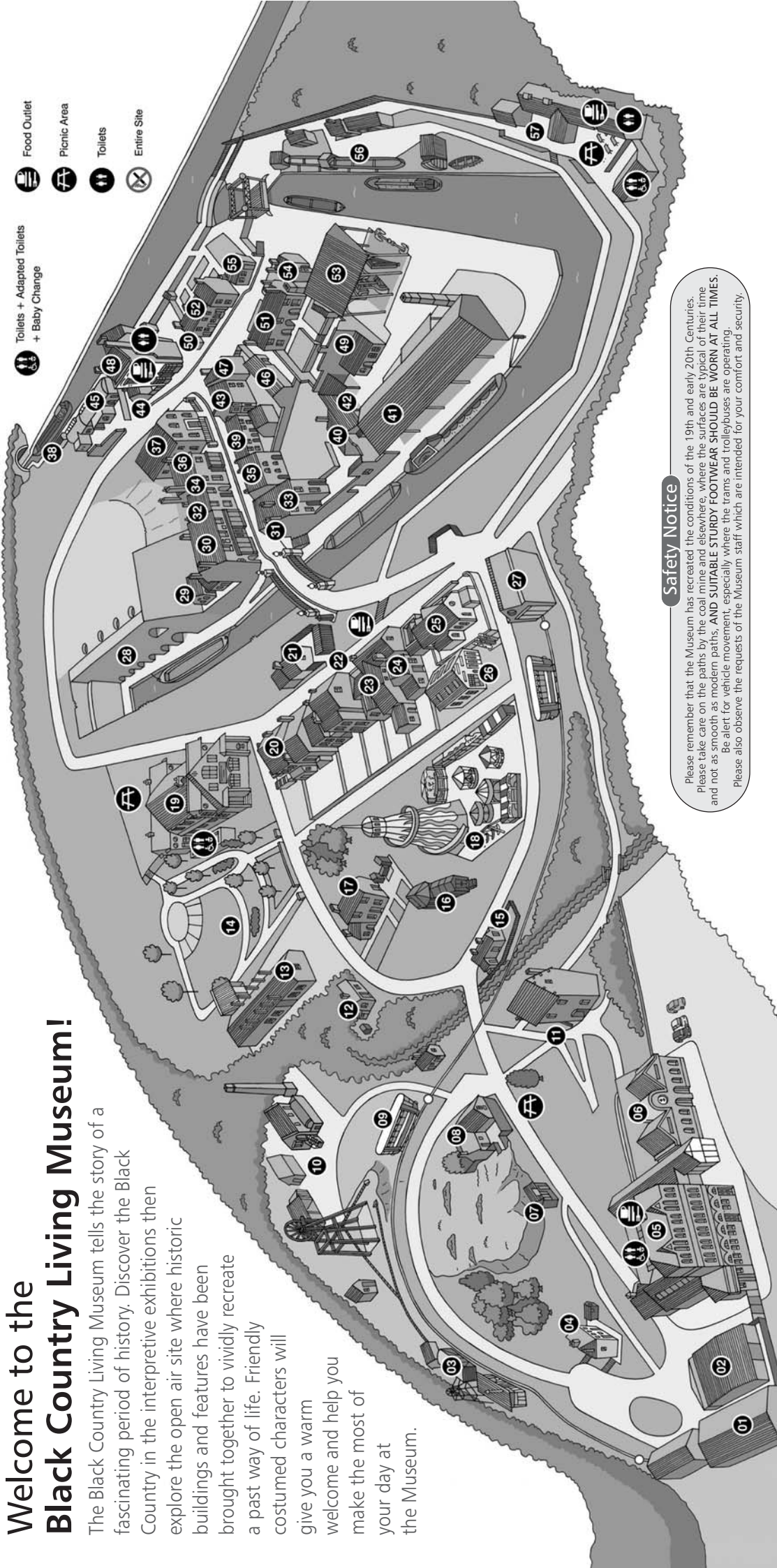
The local A&E is at Russells Hall Hospital - approx 3 miles from the Museum

*Live it! Learn it!*

# Welcome to the Black Country Living Museum!

The Black Country Living Museum tells the story of a fascinating period of history. Discover the Black Country in the interpretive exhibitions then explore the open air site where historic buildings and features have been brought together to vividly recreate a past way of life. Friendly costumed characters will give you a warm welcome and help you make the most of your day at the Museum.

- Toilets + Adapted Toilets + Baby Change
- Food Outlet
- Picnic Area
- Toilets
- Entire Site



## Safety Notice

Please remember that the Museum has recreated the conditions of the 19th and early 20th Centuries. Please take care on the paths by the coal mine and elsewhere, where the surfaces are typical of their time and not as smooth as modern paths, AND **SUITABLE STURDY FOOTWEAR SHOULD BE WORN AT ALL TIMES.** Be alert for vehicle movement, especially where the trams and trolleybuses are operating. Please also observe the requests of the Museum staff which are intended for your comfort and security.

- |  |  |  |                                   |  |                               |
|--|--|--|-----------------------------------|--|-------------------------------|
| <b>1</b> Transport                                   | <b>10</b> Racecourse Colliery              | <b>20</b> Corner Development               | <b>30</b> Glass Cutter's Workshop | <b>40</b> Bakery                         | <b>51</b> Back to Back Houses |
| <b>2</b> Vehicle Display                             | <b>11</b> Newcomen Steam Engine            | <b>21</b> Builders Yard                    | <b>31</b> Gregory's General Store | <b>41</b> Rolling Mill                   | <b>52</b> Cobbler's Shop      |
| <b>3</b> Brook Shaft                                 | <b>12</b> Pitt's Cottage                   | <b>22</b> Old Birmingham Road              | <b>32</b> T. Cook's Sweet Shop    | <b>42</b> Chainmaking Shop               | <b>53</b> Anchor Forge        |
| <b>4</b> Cast Iron Houses & Print Shop               | <b>13</b> Lench's Oliver Shop              | <b>23</b> Morrall's Gentlemen's Outfitters | <b>33</b> Chainmaker's House      | <b>43</b> Hardware Shop                  | <b>54</b> Ironworks Office    |
| <b>5</b> Interpretive Exhibitions                    | <b>14</b> Folkes Park                      | <b>24</b> Hobbs and Sons Fish & Chip Shop  | <b>34</b> Baker's Shop            | <b>44</b> Carter's Yard (working horses) | <b>55</b> Nailmaking Shop     |
| <b>6</b> Gift Shop, Cafe Bar & Conference Facilities | <b>15</b> Toll House                       | <b>25</b> St. James's School               | <b>35</b> Photographer's Studio   | <b>45</b> Animal Trap Works              | <b>56</b> Canal Boat Dock     |
| <b>7</b> Rock & Fossil Shop                          | <b>16</b> Observatory                      | <b>26</b> Broome's Garage                  | <b>36</b> Pawnbroker's Shop       | <b>46</b> Limelight Cinema               | <b>57</b> Canalside Cafe      |
| <b>8</b> Underground Mine Trips                      | <b>17</b> 'Jerushah' the Tilted Cottage    | <b>27</b> Tram Depot                       | <b>37</b> Doo's Chemist           | <b>47</b> Ironmonger's Shop              |                               |
| <b>9</b> Tram Rides ○ Tram Stops                     | <b>18</b> Fairground                       | <b>28</b> 1842 Lime Kilns                  | <b>38</b> Chapel                  | <b>48</b> Bottle and Glass Inn           |                               |
|  | <b>19</b> Cradley Heath Workers' Institute |  | <b>39</b> Canal Tunnel Trip       | <b>49</b> Brass Foundry                  |                               |
|  |  |  | <b>40</b> Shops                   | <b>50</b> Station Road Cottages          |                               |