

EDUCATIONAL VISIT BOOKING FORM

Please send the completed form to the appropriate email address listed below.

Does your school already have 4Site Membership for this financial year?	Yes	No
If 'Yes' to above What is your 4Site Membership Number		
If 'No' Complete the following sections:	Finance/Admin Contact Name	
	Email	
	Billing Address (if different)	
	Will you be supplying a Purchase Order?	

Which venue are you booking:	Dylan Thomas Centre	Jo.Furber@swansea.gov.uk	
	Glynn Vivian	Elissa.Evans@swansea.gov.uk	
	Swansea Museum	Phil.Treseder@swansea.gov.uk	
	West Glamorgan Archives	Katie.Millien@swansea.gov.uk	

School name	
School address Postcode	
Contact name	
Contact email	
Contact number	

Year Group and key stage(s)		
Number of students		
Name of Teacher / Group Leader		
Preferred date/s for your visit		
English or Welsh language (subject to availability)		
Do you require use of our Learning Space for lunch?	Yes	No
Any additional requirements		