

## Group Visits – planning your visit to Cavan County Museum

To arrange all group bookings, including Education groups, you must contact the museum by email – [info@cavanmuseum.ie](mailto:info@cavanmuseum.ie) or telephone – 049 854 4070.

The museum is based in a historic building with limited space on some floors - groups that attend without booking may be refused entry during busy periods.



### Guidelines for group visits

We require at least a week's notice for a group visit to ensure we can accommodate you.

All groups who wish to visit must contact the Bookings Office to arrange a booking, including all the following: Schools, Colleges and Universities based in Ireland or abroad, After-School Groups, Summer Camps and Language Schools, Tour Groups and Community or special interest groups.

Please note that we require a supervisory ratio of 1 teacher/leader to every 15 students for groups with members under 18. In the case of groups with children under 7 or those with special educational needs, a supervisory ratio of 1 teacher/leader to every 10 students is required.

### Bookings Office



The Bookings office is open 10am-4pm, Tuesday to Friday.

Due to the reduced capacity in some parts of the museum, the maximum group size is 30 (including teachers/supervisors). Groups larger than this wishing to visit the museum are advised to book with at least a month's notice, and the group's entry into the museum will be staggered.

Please contact the Bookings Office for any queries related to Education resources, workbooks, and onsite visits.

Cavan County Museum supports inclusive education and aim to meet the accessibility needs of all our visitors. Please let museum staff know at time of booking if there are any special needs that your group require when visiting the museum.

### Self-guided group visits

Please book your self-guided group visit through the Bookings Office to ensure availability. Refreshments (e.g. tea/coffee and scones) can be added to your booking at a cost for your group.



## Guided group tours

A guided group tour with an experienced museum guide must be booked in advance. Larger groups may require more than one guide and this will be charged accordingly. This will be outlined at the time of your booking. Please note due to the limited space in some of the museum galleries, a general guided tour of the museum for groups of over 10 people is not possible. A guided visit will include an introduction to the museum in the Boat Room, and a tour of the outdoor exhibitions in the museum garden. Group leaders should ensure that their group members are dressed appropriately.

Guided tours must be booked through the Bookings Office (and are subject to availability).

## Educational group visits

We are delighted to welcome school groups to Cavan County Museum for self-guided visits and onsite guided tours and workshops.



All groups that wish to visit need to book in advance with the Bookings Office.

## Getting here

Eircode: A82 YP70

Address: Cavan County Museum, Virginia Road, Ballyjamesduff, County Cavan

The museum has its own carpark and coach parking facilities.

## During your visit

### ***Cloakrooms***

There are no cloakroom facilities in the museum. Visitors are encouraged not to bring any items larger than a backpack to the museum.

### ***Wheelchairs***

All floors in the museum are wheelchair accessible. Our wheelchair accessible toilets are located on the ground floor



### ***The Museum Tea Room***

The Museum Tea Room is located on Ground floor. The Café is open during museum opening hours.

### ***Museum Gift and Book Shop***

The museum gift and book shop is located just inside the museum main door.