**THE ETCHES MUSEUM ADMISSIONS POLICY**

The Etches Museum reserves the right to refuse admission and to require any ticket holder to leave the premises at our discretion.

**Refund policy:** Once purchased, tickets cannot be transferred, exchanged, refunded or returned.

**Complaints procedure** – Please see our full complaints policy online at [www.theetchescollection.org](http://www.theetchescollection.org). Hardcopy available on request – please ask a member of staff at the admission desk

**Gift Aid:** Allows charities like us to reclaim tax (25p for every £1) from the government on your donations. If you are a UK taxpayer, by opting to Gift Aid you enable us to treat your payment as a donation, so each £1 you spend can do £1.25 of good. Tickets are non-transferable.

**Special Event Tickets**: We reserve the right to change or cancel any of our special events without prior notice, due to circumstances beyond The Etches Museum's control.

The Etches Museum is a **no smoking building / no vaping** and no dogs are allowed in the museum with the exception of guide and registered assistance dogs.

We have a zero tolerance policy towards aggressive or abusive behaviour towards our staff and any person who is unable to adhere to this criteria will be asked to leave the Museum and the Police may be called.

**CCTV** operates throughout the Museum 24 hours a day across the whole of the building internally and externally.

**Photography**: Photographs taken inside the Museum are for personal use only. Photographs taken inside the Museum may not be used for commercial purposes without prior arrangement and may be subject to a licensing fee. Please contact the Operations Manager, Carla Crook – Carla.Crook@theetchescollection.org for more details.

**All children,** aged 16 and under, must be accompanied by an adult aged 18 and over.

Visitors must ensure that all **personal belongings** are kept with them at all times. The Etches Museum **will not accept responsibility for loss of possessions on the premises**.

The Etches Museum, Kimmeridge, Dorset, BH20 5PE Tel: 01929 270 000