

**ISLE OF MAN PUBLIC RECORD OFFICE**

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**GROUP TOUR BOOKING FORM**

GROUP NAME

NAME OF ORGANISER

TELEPHONE NUMBER

EMAIL ADDRESS

PREFERRED DATE

PREFERRED TIME

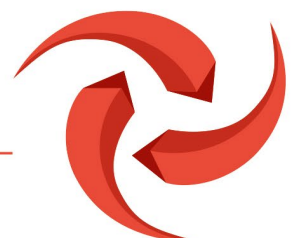
NUMBER OF PEOPLE  
ATTENDING

The maximum size for groups within the archive store is 12. Groups of more than 12 will be split into smaller groups to ensure that guests have the optimal tour experience. We can accommodate a maximum group size of 24.

PLEASE INDICATE IF THERE ARE ANY SPECIAL NEEDS FOR ANY MEMBER(S) OF YOUR GROUP AND SPECIFY THEIR REQUIREMENTS. I.E MOBILITY ISSUES, SIGHT IMPAIRED ETC.

Please note that our archive store is a temperature-controlled environment with limited seating. While the utmost effort will be made to accommodate special requirements, if you have any concerns about this, do not hesitate to contact us.

IS THERE A PARTICULAR TOPIC OR AREA OF THE ISLE OF MAN YOU ARE INTERESTED IN?



## VISIT INFORMATION

Group tours can be booked for Monday - Wednesday during office hours, and weekday evenings (to start no later than 6.30pm).

Please send your completed booking form to [public.records@gov.im](mailto:public.records@gov.im) at least **one month** in advance of your intended visit.

If your initial date or time requested is unavailable, you will be offered alternatives.

The maximum group size for tours inside the archive store is 12. Groups of more than 12 visitors will be split into smaller groups to ensure that guests have the optimal tour experience. We can accommodate a maximum group size of 24.

Refreshments will be available to guests in our Outreach Room. No food or drink is permitted inside the archive store or Reading Room.

The archive store portion of the tour typically lasts 30-40 minutes but we recommend allowing 90 minutes overall for your visit; this allows time for refreshments, introductions, questions, and chat!

## CAR PARKING

Limited car parking spaces are available outside of the Public Record Office. During office hours, it may be necessary to park at our secondary premises on the estate, situated a short walk from our main building.

## READING ROOM RULES

The records in our care are unique and have been selected for permanent preservation for their historical and cultural significance to the Isle of Man's national memory.

In order to ensure that they remain in good condition for future generations, we ask you to handle display items with care and to follow some basic rules which are outlined in our Reading Room.

## DATA PROTECTION PRIVACY NOTICE

The Isle of Man Public Record Office is part of the Isle of Man Government Department for Enterprise. The Public Record Office Privacy Notice describes how we protect your personal information and outlines your rights as a data subject.

The full privacy notice can be viewed online at: <https://www.gov.im/about-the-government/departments/enterprise/central-registry/public-record-office/public-record-office-privacy-notice/> Alternatively, our privacy notice can be provided in hard-copy format by a member of our team.

