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Group Booking Form 2024

* Group prices are based on a minimum of 15 people (excluding group leader); for groups of less than 15 the cost per person will increase accordingly. There are no cancellation fees for the entrance and tour element of a booking. However, where catering is required, we do request that menu choices and dietary requirements are notified no later than 2 weeks before the date of the visit. You will be liable for the catering element of your booking if cancellation occurs after that time. Although we will do everything we can to accommodate late arrivals, we reserve the right to cancel or amend any tours or catering arrangements should this become necessary.
* The grounds are fully accessible but there are gravel paths (uneven in places) and areas of lawn which may be difficult for wheelchairs users. There is a 10-minute walk from the coach park to the House entrance, and there is limited access to the upper floors of the House due to uneven steps and spiral staircases. If a guided tour of the House is not viable for your group, we can offer a pre-booked 45-minute talk option instead, subject to availability, on Penshurst and its story. Please see our website for full accessibility information.
* Complimentary visit for one group leader.
* Complimentary visit and refreshment voucher for coach driver.
* Unless stated otherwise, tours last approximately one hour.
* If there are children in your group, please contact us for prices.
* Final confirmation of your visit will be sent approximately 3 weeks prior to your arrival.

**Contact Details**

|  |  |
| --- | --- |
| Name of organisation |  |
| Name of company contact |  |
| Company contact’s telephone number |  |
| Email |  |

**Group Details**

|  |  |
| --- | --- |
| Date of visit |  |
| Number of adults (excluding leader & coach driver) |  |
| Time of arrival | Approximate time of departure |
| Language spoken |  |
| Is there an accompanying group leader? If yes, name of group leader & contact number |  |

**Accessibility:** leave blank if not applicable. This is vital information for us, especially for guided tours.

|  |  |
| --- | --- |
| How many group members will be making use of a wheelchair or motorised equivalent? |  |
| Are there any further accessibility issues within your group that we should be aware of? |

**Transport Details: please note maximum dimensions of entrance for coaches is 3.9m(h) x 3.6m(w)**

|  |  |
| --- | --- |
| Single-decker coach | Double-decker coach |
| Minibus | Individual cars |

**Select your Visit Options overleaf.**

**Visit Options (Open Season)**

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| --- | --- | --- |
| Tour Type - Please use the last column to tick for selected tour and specify the time required where applicable. | Per Adult | Add Time |
| House & Gardens non-guided visit | £13.00 |  |
| Gardens only non-guided visit | £12.00 |  |
| Private Guided House Tour: *Between 9.30am - 11.00am OR at 3.30pm* | £16.00 |  |
| Guided Garden Tour: *Between 10.00am - 4.00pm* | £16.00 |  |
| Combined House and Garden Tour:*Specify House Tour time between 9.30am - 11am OR at 3.30pm**Specify Garden Tour time between 10.00am - 4.00pm* | £24.00 |  |
| Combined House and Church Tour:*Specify House Tour time between 9.30am - 11am OR at 3.30pm**Specify Church Tour time between 10.00am - 4.00pm* | £25.00 |  |
| Connoisseurs’ Tour: a House Tour with our Head of Collections, exploring hidden treasures. *Between 9.30am - 11am OR at 3.30pm**\*Plus additional £150 for the group* | £16.00\* |  |
| Head Gardener’s Tour: subject to availability. Allow 2 hours.*\*Plus additional £150 for the group* | £16.00\* |  |
| ‘In the Footsteps of the Tudors’ Tour: a combined visit to Penshurst Place and Hever Castle.*Morning House Tour or Garden Tour at Penshurst Place, specify tour time between 9.30am - 11.00am* *Also specify arrival time at Hever Castle for non-guided visit.* | £29.00 |  |
| ‘Connections and Collections’ Tour: a combined visit to Penshurst Place and Chiddingstone Castle. Available Sunday - Wednesday only.*Morning House Tour or Garden Tour at Penshurst Place, specify tour time between 9.30am - 11.00am* *Also specify arrival time at Chiddingstone Castle for non-guided visit.**If you wish to book a Guided Tour or catering for your visit at Chiddingstone Castle, please tick here and we will send you the relevant form.* | £25.00 |  |

**Catering Options**

|  |  |
| --- | --- |
| If you wish to add any of our catering options to your visit, please tick here and complete the accompanying Group Tours Menu. |  |

**Visit Options (Winter & Christmas)**

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| --- | --- | --- |
| ‘Winter Behind the Scenes’ Tour: the housekeeping staff demonstrate their conservation work during a private House Tour. Includes seasonal refreshments around the fire in the medieval Baron’s Hall. Available weekdays during November and December only.*‘*Christmas at Penshurst’ Tour: mulled wine around the fire in the medieval Baron’s Hall, before a private House Tour featuring old traditions and customs. Finishing up with a traditional Christmas lunch in a medieval banqueting room.Total visit time = 4 hours.Available weekdays in December only for 30 people minimum (max 50).Christmas Tour with 2 course lunchChristmas Tour with 3 course lunch | £24.00£47.00£55.00 |  |

Payment by cash, card or cheque (payable to Penshurst Operating Partnership) on arrival:

**OR**

To be invoiced after visit:

Please return this form to: Visitor services, Penshurst Place & Gardens, Penshurst, Kent tn11 8dg

Tel: 01892 870307 | Email: contactus@penshurstplace.com | Website: [www.penshurstplace.com](http://www.penshurstplace.com)