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Group Booking Form

*A final confirmation of your visit will be sent to you 3 weeks prior to your arrival.*

Contact Details

|  |  |
| --- | --- |
| Name of organisation |  |
| Name of group leader (or company contact) |  |
| Company or group leader telephone |  |
| Email |  |
| Group leader mobile number |  |

Group Details

|  |  |
| --- | --- |
| Date of visit |  |
| Number of Adults | Number of Children (5-15yrs) |
| Time of Arrival | Approximate time of Departure |
| Language spoken |  |

Accessibility – leave blank if not applicable: This is vital information for us to have, especially for guided tours. There is a 10-minute walk from the coach park to the House entrance. Most of the paths are uneven in places and not paved, so we ask all wheelchair users to bring a fit and able-bodied companion to assist. There are ramps around the grounds enabling access to most areas. Limited access to upper floors due to spiral staircases. We have 2 wheelchairs available to hire, and alternative drop-off arrangements are possible.

|  |  |
| --- | --- |
| How many members of your group 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

We will be arriving via:

|  |  |
| --- | --- |
| Single-decker coach | Double decker bus |
| Please add the height of the coach, if known |  |
| Minibus | Individual cars |

Catering: **Please note that the non-guided group entrance fee will be reduced by 50p/person if catering is booked ahead. Please also note our combined price special offers overleaf.**

|  |  |
| --- | --- |
| Tea/Coffee on arrival. An excellent start to your group’s day out and more economical and time efficient than visitors paying individually. |  |
| Would your book like to book breakfast on arrival? |  |
| Would your group like to pre-book lunch? |  |
| If not, how many will lunch on an individual basis? |  |

Please use the attached menu form to select your catering options.

Additional Details: How did you hear about us?

|  |  |  |  |
| --- | --- | --- | --- |
| Advertisement | Previous visit | Exhibition | Mail shot |
| Newsletter | Word of mouth |  |  |
| Other (please specify): | | | |

Visit Options: Prices are based on a minimum of 15 people. (For groups of less than 15 the cost per person will increase accordingly.)

|  |  |  |  |
| --- | --- | --- | --- |
| Tour Type - Please use the last column to tick for selected tour and specify the time required where applicable. | Per Adult | Per Child | * Add   Time |
| House & gardens non-guided visit | £10.00 | £5.00 |  |
| Gardens only non-guided visit | £9.00 | £4.50 |  |
| Guided House Tour: *Between 9.30am - 11.15am OR at 4pm:* | £12.00 | £5.50 |  |
| Guided Garden Tour: *Between 10.30 - 4.30pm* | £12.00 | £5.50 |  |
| Cream Tea & Tour | £16.00 | N/A |  |
| Lunch & Tour | £24.00 | N/A |  |
| Combined House and Garden Tour  *Specify House Tour time between 9.30am -11am OR at 4pm*  *Specify Garden Tour time between 10.30am - 4.30pm* | £19.50 | £10 |  |
| Combined House and Village Church Tour  *Specify House Tour time between 9.30am -11am OR at 4pm*  *Specify Church Tour time between 10.30am - 4.30pm* | £18.00 | N/A |  |
| Head Gardener’s Tour  *Plus additional £100 for the group* | £12.00 | N/A |  |
| Connoisseur’s Tour  *Special Interest House and Church Tour* | £19.00 | N/A |  |
| ‘In the Footsteps of the Tudors’ Tour: Visit Penshurst Place and Hever Castle  *Morning House Tour at Penshurst Place, specify tour time between 9.30am -11.15am*  *OR*  *Morning Garden Tour at Penshurst Place, specify tour time between 9.30am -11.30am*  *Specify arrival time at Hever Castle for afternoon freeflow non-guided visit.* | £24.00 | N/A |  |
| ‘Winter Behind the Scenes’ Tour: *Includes seasonal refreshments. Please call for details.* | £17.00 |  |  |

Payment by cash, cheque (payable to Penshurst Place) or credit card on arrival:

**OR**

Invoice (tour operators only):

**Please return this form to: Head of Visitor Services**

Penshurst Place & Gardens, Penshurst, Tonbridge, Kent Tn11 8dg | Tel: 01892 870307

Email: [wendyw@penshurstplace.com](mailto:wendyw@penshurstplace.com) | Website: [www.penshurstplace.com](http://www.penshurstplace.com)****