



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. Please note that 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 that all wheelchair users bring a fit and able-bodied companion to assist them. 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: The non-guided group entrance fee will be reduced by 50p/person if lunch 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 group 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 lunch 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	£9.50	£5.00	
Gardens only non-guided visit	£8.50	£4.50	
Guided House Tour: <i>Between 9.30am - 11.15am OR at 4pm:</i>	£11.50	£5.50	
Guided Garden Tour: <i>Between 10.30 - 4.30pm</i>	£11.50	£5.50	
Cream Tea & Tour	£15.50	N/A	
Lunch & Tour	£23.00	N/A	
Combined House and Garden Tour <i>Specify House Tour time between 9.30am -11am OR at 4pm Specify Garden Tour time between 10.30am - 4.30pm</i>	£19.00	£10	
Combined House and Village Church Tour <i>Specify House Tour time between 9.30am -11am OR at 4pm Specify Church Tour time between 10.30am - 4.30pm</i>	£18.00	N/A	
Head Gardener's Tour <i>Plus additional £100 for the group</i>	£11.50	N/A	
Connoisseur's Tour <i>Special Interest House and Church Tour</i>	£19.00	N/A	
'In the Footsteps of the Tudors' Tour: Visit Penshurst Place and Hever Castle <i>Morning <u>House</u> Tour at Penshurst Place, specify tour time between 9.30am -11.15am <u>OR</u> Morning <u>Garden</u> Tour at Penshurst Place, specify tour time between 9.30am -11.30am Specify arrival time at Hever Castle for afternoon freeflow non-guided visit.</i>	£23.50	N/A	
'Winter Behind the Scenes' Tour: <i>Includes seasonal refreshments. Please call for details.</i>	£16.00		

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 | FAX: 01892 870866 EMAIL: wendyw@penshurstplace.com | WEBSITE: www.penshurstplace.com

