



# Group Visit Booking Form

Date of Visit \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Est. Time of Departure \_\_\_\_\_

**Contact Details:**

Name of Group/Organisation \_\_\_\_\_

Contact Name: Mr/Mrs/Ms/Miss \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Arrival:**

Will you arrive by coach? If so, how many? \_\_\_\_\_

If you are likely to arrive by car, please let us know in advance.

**Weekday Group Rates:**

Adult £12 \_\_\_\_\_ Child £6 \_\_\_\_\_ Organiser (Free) \_\_\_\_\_

**Weekend Group Rates:**

Adult £13 \_\_\_\_\_ Child £7 \_\_\_\_\_ Organiser (Free) \_\_\_\_\_

**Guided Tours – Tour prices below are in addition to the entry price:**

Introductory House Tour: £5 per person, min charge £75, max 45 people. Number - \_\_\_\_\_

Full House Tour: £11 per person, min charge £165. Number - \_\_\_\_\_

Bird Garden Tour: £5 per person, min charge £75, max 25 people. Number - \_\_\_\_\_

Garden Tour: £5 per person, min charge £75, max 25 people. Number - \_\_\_\_\_

Tailor-Made Tour: from £45 per person, min charge £450, please contact directly to book - \_\_\_\_\_

New for 2018: Chippendale Tour: £8.00 per person, min charge £120. Number - \_\_\_\_\_

**Harewood Guidebooks - A Beautifully Illustrated Guide to Harewood and its History:**

These can be pre-booked at a discounted rate of £5.50. Number - \_\_\_\_\_

**Mobility Aids:** It would help us know in advance if any members of your group will be using their own wheelchairs or walking aids in the House. Please kindly state how many - \_\_\_\_\_

\* Please note that we are unable to accommodate electric wheelchairs or scooters in the house. As an alternative courtesy, there are wheelchairs available to use at the House Desk.

Please email this form to [groups@harewood.org](mailto:groups@harewood.org)

Or post to Groups, Harewood House Trust, Harewood House, Harewood, Leeds, LS17 9LG

Signature of Organiser \_\_\_\_\_ Date \_\_\_\_\_

## Admission:

- All group visits to Harewood House must be pre-booked in order to guarantee entry to the House & Gardens at the group rate for parties of 15 or more guests. The standard admission rate of £16.50 will apply if numbers drop below 15.
- Please note that group visits cannot be accommodated on event days.
- Groups visiting from outside the UK must pay admission in full no later than 2 weeks prior to the visit date.

## Tours:

- Tours are available from 10:00 am providing exclusive access to the House between 10:00 – 11:00.
- Guided tours can be arranged for groups of any size. Minimum charges apply.
- If your group is greater than 15 guests you will be divided into 2 or more groups for your tour. Groups of more than 60 guests will require staggered tour start times.
- Please contact us directly to enquire about Tailor Made Tours.
- House tours are available in French and are charged at a £2.00 supplement.
- Booking forms must be received no less than 4 weeks prior to the visit date to guarantee a guided tour.
- A non-refundable deposit of £100 is required upon booking to secure your tour. This should be made payable to 'Harewood House Trust'.

## Catering:

- For groups of 15 or more an area can be reserved to enable you to dine together when you pre-book your catering (please see the attached catering menu for food options).
- If you would prefer your group to visit the café on an individual basis, pre-paid Café vouchers can be purchased prior to your visit.
- When catering is booked, 50% of the total value is required to confirm the booking.
- Final numbers, dietary requirements and full payment are required no later than 2 weeks prior to the visit date.

**All guided tours and catering requirements are subject to availability and cannot be guaranteed on weekends or Bank holidays.**

Refunds are not applicable.

If for any reason you anticipate a delay in your arrival time please contact the Visitor Experience Team on 0113 218 1000.

Harewood House Trust reserves the right to alter dates, times of opening, prices and services offered without prior notice. All information is correct at the time of going to print.