



# Summer Group 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 you are likely to arrive by car, please let us know in advance.

## Weekday Group Rates (please specify how many people below):

Adult £12 \_\_\_\_\_ Child £6 \_\_\_\_\_ Organiser (One free place) \_\_\_\_\_

## Weekend Group Rates:

Adult £13 \_\_\_\_\_ Child £7 \_\_\_\_\_ Organiser (One free place) \_\_\_\_\_

## 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 - \_\_\_\_\_

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 - \_\_\_\_\_

Useful /Beautiful: Why Craft Matters 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, please specify how many - \_\_\_\_\_

**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 will apply if numbers drop below 15. Organisers are entitled to one free admission place per group, as long as there are at least 15 guests.
- 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.
- Larger groups will be divided into 2 or more groups for your tour. Groups of more than 60 guests will require staggered tour start times.
- House tours in foreign languages are charged at a £2.00 supplement per person.
- Please contact us directly to enquire about Tailor Made Tours.
- Booking forms must be received no less than 2 weeks prior to the visit date to guarantee a guided tour. Where tours are booked, any significant change in numbers cannot be made any later than two weeks prior to the visit date.
- A non-refundable deposit of £100 is required upon booking to secure your tour. Cheques 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 enquire for more information.
- 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.
- Final numbers, dietary requirements and full payment are required no later than 2 weeks prior to the visit date.

## Refunds are not applicable.

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

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.

As part of our service to you we will hold your name and address on our database to fulfil your group visit and to write with information about Harewood House Trust. For a copy of our Privacy Policy, please visit <https://harewood.org/about/terms-and-conditions/>