



Date of Visit _____ Time of Arrival _____ Estimated Time of Departure _____

Contact Details

Name of Group/Organisation _____

Contact Name: Mr/Mrs/Miss/Mrs _____

Address for Correspondence _____

_____ Postcode _____

Telephone _____ Email _____

Arrival

Will you arrive by coach? Yes No

If your group is likely to arrive separately by car, please let us know in advance.

Summer 2020 Group Rates

Groups of 15 or more receive discounted admission, as well as one free admission per group and free admission for the coach driver. Admission includes access to the House, Gardens and Grounds.

Weekday Group Rates – please specify expected numbers below:

Adult £12 _____ Child £6 _____ Organiser – one free admission _____

Weekend Group Rates – please specify expected numbers below:

Adult £13 _____ Child £7 _____ Organiser – one free admission _____

Guided Tours – tour prices are in addition to entry price

	<u>Expected Numbers</u>	<u>Preferred Tour Start Time</u>
2020 exclusive The Yorkshire Princess & Harewood on Film, £7 p.p.	_____	_____
Introductory House Tour: £5 per person, minimum charge £75	_____	_____
Full House Tour: £11 per person, minimum charge £165	_____	_____
Garden Tour: £5 per person, minimum charge £75	_____	_____
Bird Garden Tour: £5 per person, minimum charge £75	_____	_____
Specialist Tours: £25 per person, minimum charge £250	_____	_____
Bespoke Tours: from £45 per person, please contact directly to book	_____	_____

Guided tours are in English, will you be bringing a translator with you on the tour? Yes No

Please email the completed form to groups@harewood.org or post to **Groups, Harewood House Trust, Harewood House, Leeds, LS17 9LG.**



Harewood Guidebook -A beautifully illustrated guide to Harewood and its history, £5 each. Quantity: _____

Access Requirements: Will any members of your group be using a wheelchair or walking aid? Do any members of your group have specific access requirements? Please specify below:

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 and at our Visitor Information Centre located in the Courtyard. Please visit harewood.org/visit/access for a full accessibility statement.

Catering

We can provide a delicious range of catering options for our group visitors and groups also benefit from being able to dine together in their own private space.

Would you like to book catering for your group? Yes No

If yes, please complete the below details:

Menu Option: _____

Quantity: _____

Preferred meal time: _____

Dietary requirements/Allergies/Any other requirements:

Payment

Payment can be made in advance of your visit or on the day, by cash, card or cheque made payable to 'Harewood House Trust'. Please note that where extras such as tours and catering are booked will require payment prior to your visit. Please refer to our terms and conditions for further information.

Payment In advance On arrival

How did you hear about us? _____

Please email the completed form to groups@harewood.org or post to **Groups, Harewood House Trust, Harewood House, Leeds, LS17 9LG.**



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. Groups are entitled to one free admission place per group, as long as there are at least 15 guests. Coach drivers also receive free admission and a voucher to use in our Courtyard Café.
- 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.
- Group organisers may visit Harewood prior to the booked group visit. Please book in advance and contact groups@harewood.org should you wish to undertake a pre-visit.

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, with a maximum of 15 per sub-group. Groups of more than 60 guests will require staggered tour start times.
- Please be aware that groups are not permitted to conduct their own tours around the House and will need to book tours accordingly, or group members may visit the House on a self-guided basis. A group organiser may translate the tour led by the Harewood tour guide or lead a tour accompanied by a Harewood guide, who will be on hand to assist.
- 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. Once final numbers are confirmed for the tour, this will be the number charged for and we are unable to accommodate last minute additions to the group.
- 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. Any catering must be pre-booked no less than 2 weeks in advance. Any significant change in numbers cannot be made any later than two weeks prior to the visit date.
- 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/>

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