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**Christmas 2020**

**Group Booking Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Visit |  | Time of Arrival |  | Estimated Time of Departure |  |

**Contact Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Group/Organisation | |  | | | | |
| Contact Name Mr/Mrs/Miss/Ms | |  | | | | |
| 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.

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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The Christmas at Harewood Experience – includes admission, one-hour tour of the House and refreshments:** | | | | | | | | | | |
| **Weekday**– please specify expected numbers below: | | | | | | | | | | |
| Adult £22.75 |  | | Child £15.75 | | |  | | Organiser – free admission | |  |
| **Weekend** – please specify expected numbers below: | | | | | | | | | | |
| Adult £23.75 | |  | | | Child £16.75 | |  | Organiser – free admission | |  |
| **Preferred Tour Start Time:** | | | |  | | | **Preferred Time for refreshments:** | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Self-guided Christmas Group Rates:** | | | | | | | | |
| **Weekday**– please specify expected numbers below: | | | | | | | | |
| Adult £13 |  | | Child £6 | |  | | Organiser – free admission |  |
| **Weekend** – please specify expected numbers below: | | | | | | | | |
| Adult £14 | |  | | Child £7 | |  | Organiser – free admission |  |

**Please enquire if you would like to add a guided tour or catering as part of your self-guided visit.**

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

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**How did you hear about us?**

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**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**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Would you like to book catering for your group? | | | | | |  | **Yes** |  | **No** |
| If yes, please complete the below details: | | | | | | | | | |
| Menu Option(s) | |  | | |  | | | | |
| Quantity |  | | |  | | | | | |
| Preferred meal time | | |  | |  | | | | |

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.

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 we require £100 deposit for all Christmas bookings** and where extras such as tours and catering are booked, we will require part payment prior to your visit. Please refer to our terms and conditions for further information.

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| --- | --- | --- | --- | --- |
| Payment method for your visit |  | On Arrival |  | In Advance |

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**Terms and Conditions**

**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.

• The Christmas at Harewood Experience: Where the Christmas at Harewood Experience is booked, the group organiser will receive free admission, therefore will only be required to pay for the tour and catering elements of the experience, priced at £9.75.

**Tours:**

• 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. Larger groups may also have staggered tour start times if required to allow guests more time and space to enjoy the house with their expert tour guide.

• 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.

**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.

• Final numbers, dietary requirements and full payment of the catering value 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/**