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Please complete the form below, with as much information as you can at this stage about your proposed visit and return to [groups@harewood.org](mailto:groups@harewood.org).

Once we have received your enquiry, we will contact you with further information and confirm your booking. On confirmation, you will receive a confirmation letter, along with practical information, Health and Safety information, and two complimentary tickets for teachers to undertake a pre – visit.

Please note that at this time, Harewood can only offer educational visits on a self-guided basis.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | |  | | | | | |
| Name of School | | |  | | | | |
| Contact Name: Mr/Mrs/Ms/Miss | | |  | | | | |
| Address for Correspondence | | |  | | | | |
|  | | |  | | | Postcode |  |
| Telephone |  | | | Email |  | | |

**School Booking Form**

|  |  |
| --- | --- |
| **Visit Date Preferences** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year Group |  | | Number of pupils | | |  | Number of adults |  |
| Time of arrival | |  | | Time of departure | | |  | |
| Any additional needs or access requirements? | | | | |  | | | |
|  | | | | |  | | | |

**Self-Guided School Group Rates**

Recommended staff to pupil ratios are:

**EYFS**: 1:4 **KS1 & KS2:** 1:6 **KS3+**: 1:10

Staff within these ratios are free, as are the essential carers. Apart from SEND groups, school groups need to have 10+ pupils for educational rates. Schools can also pre-book use of part of the Education Suite for an additional cost.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please specify expected numbers below: | | | | | | | | | |
| EYFS-KS4 £5 per pupil |  | Staff/Adults/Essential Carers | | |  | Additional adults £6.50 | | |  |
| KS5 & HE £6.50 per pupil |  | Staff/Adults/Essential Carers | | |  | Additional adults £6.50 | | |  |
| Education Suite Hire. £25 to cover hire and deep clean costs | | |  | **Yes** | | |  | **No** | |

**Payment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Payment method for your visit |  | **On Arrival** | |  | **Invoice** | |
| Contact name and email for invoice (if applicable) | | |  | | | |
|  | | |  | | | |
| P.O. Number (if applicable) |  | | | |  |

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**Terms and Conditions**

**Admission**  
  
Self-guided groups have full access to Harewood House, Gardens and Grounds.

**Opening Times**

|  |  |
| --- | --- |
| **House** | 11am to 4pm, last entry 3.45pm. Queuing system for entry in operation. |
| **Gardens and Grounds** | 10am to 6pm, last entry 5pm. |
| **Bird Garden and Farm Experience** | 10am to 5pm, last entry 4.15pm. |
| **Courtyard Café** | 10am to 5.30pm |

Please ensure groups in the House are of no more than 10 pupils and are accompanied by at least one adult.

On arrival at Visitor Reception which is located a short way down the Main Drive, please make yourself known to our staff, in the main hut (left-hand-side lane), who will be expecting you. Please park at the top of the main car park, past the House on the right hand side, near the toilet block and fields.

**House**

In line with government guidelines, all visitors over the age of 11 will be required to wear a facemask when visiting the House and we ask that visitor’s social distance at all times.

**Bird Garden**

There is a one-way route in place in the Bird Garden. Access is through the Penguin Pool lobby in the Courtyard.

**Education Suite Hire**

School groups can pre-book and make use of the Education Suite during their visit. This will need to be booked at least 2 weeks prior to your visit and a £25 charge will apply to cover deep clean costs. This charge is payable in advance of your visit.

**Payment**

You will be invoiced after your visit, unless booking the Education Suite, whereby a £25 charge will be payable prior to your visit. The remainder of your booking will be invoiced after your visit.

**Cancellation Policy**

Our cancellation policy is as follows:

Within 2 weeks of your visit we will charge 50% of the booked cost of the trip

Within 1 week of your visit we will charge 100% of the booked cost of the trip