



Group Booking Form 2023

Date of Visit _____ Time of Arrival _____ Est. Time of Departure _____

Contact Details:

Name of Group/Organisation _____

Contact Name: _____

Mr/Mrs/Ms/Miss/Mx _____

Address for Correspondence _____

Telephone _____ Email _____

Arrival:

Will your group be arriving by coach? _____

If you are likely to arrive by car, please let us know in advance at groups@harewood.org

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

Adult £12.50 _____ Child £7 _____ Organiser (One free place) _____

Weekend Group Rates:

Adult £14.50 _____ Child £8 _____ Organiser (One free place) _____

Guided Tours (tour prices below are in addition to the entry price):

Book your very own guided tour and let our expert guides take you through the fascinating history of Harewood House.

Welcome to Harewood Tour. Allow 1 hour, £7.00 per person, minimum charge £84 - _____

Stories of Harewood: Princess Mary. Allow 1 hour, £10 per person, minimum charge £120 - _____

Garden Tour: Allow 1 hour, £5 per person, min charge £75 - _____

Specialist House Tour. Allow at least 2 hours, £25.00 each, minimum charge £300 - _____

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

The Harewood guidebook can be added to your booking at the discounted group rate of £3 (Usually £5).

Please indicate how many you require – _____

Group Catering

We are able to provide a wide range of catering options, groups of 15 or more benefit from being able to dine together in their own private space. If you would like to include group catering, please indicate yes here and a member of the team will be in touch with further details. _____

Please email this form to groups@harewood.org

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

Signature of Organiser _____ Date _____



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 12 or more guests. The standard admission rate will apply if numbers drop below 12. Groups are entitled to **one** free admission place per group, as long as there are at least 12 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 contact groups@harewood.org in advance should you wish to undertake a pre-visit.

Tours:

- House Tours are available at 10.15AM, prior to the House opening, or at 3.15pm, after the House closes to the public, giving your group exclusive access to the House.
- 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 accordingly or 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.

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/>