

GROUP VISIT BOOKING FORM

Date of visit	
Group name	
Number of cars expected	
Contact name	
Telephone number	
Contact email address	
Address for invoice	

Morning package

Allocated parking, tea, coffee and Danish pastry on arrival, museum entry, soup & sandwich lunch with jugs of water in a private dining room (minimum numbers 15).

Visitor type	P/P cost	Number		
Adults	£25.00		Sub-total £	
Children (U 15)	£19.55		Sub-total £	
Bar/Soft Drink facility	Yes	No		
			Total £	

Lunch package

Allocated parking, tea & coffee on arrival, museum entry and 2 course hot fork lunch with jugs of water, tea and coffee in a private dining room (minimum numbers 15).

Visitor type	P/P cost	Number		
Adults	£28.00		Sub-total £	
Children (U 15)	£22.80		Sub-total £	
Bar/Soft Drink facility				
			Total £	

Afternoon package

Allocated parking, museum entry and Afternoon Tea in a private dining room (minimum numbers 15 – served after 3pm).

Visitor type	P/P cost	Number		
Adults	£21.45		Sub-total £	
Children (U 15)	£16.65		Sub-total £	
			Total £	

Car Clubs

For groups of 50 cars and over. Parking on the event field or track (at museum discretion).

* £3.00 per car parking charge, redeemable against 1 museum entry (all other entry criteria apply).

Visitor type / cars	P/P cost	Number		
Adults	£12.50		Sub-total £	
Children (U 15)	£7.00		Sub-total £	
Cars	£3.00*		Sub-total £	
			Total £	

Deposit payment will be required at time of booking – this will be for the catering element of the booking.
Final numbers for catering will be required 7 days prior to your booking.

- If your numbers reduce on the day the catering element will still need to be paid for but there will be no charge for the museum entry.
- If your numbers increase we will try to accommodate the additional guests but this cannot be guaranteed on the day

For office use only

Date booking form received	Entered on diary	Who took booking	Menu & numbers confirmed with Kitchen	Tour Confirmed by Caroline	Tour Guide is

7 Days prior to visit

Numbers confirmed

Catering informed

Invoice raised (3 copies) Invoice Number:

On the Day - Reception

Paid on day:

Cash

Cheque

Card

(Please give customer 1 copy and put 2 duplicate copies in the file – return to the Hospitality Office)