Booking form for groups and tour operators

Please complete and return to confirm details of your visit, and any resources you might require.

Please return this form to: groups.slimbridge@wwt.org.uk

**Contact details:**

|  |  |
| --- | --- |
| Your Name:  | Name of Group:  |
| Address (including Postcode): |
| Contact number (**mobile** preferred):  | Email:  |

We would like to keep you up to date about what’s happening at our centres, our conservation work and ways you can support us. We are committed to keeping your personal information secure and we will never share it with other organisations for marketing purposes.

Please tick the relevant boxes below if you are happy to hear from us by:

E-mail: Yes 🞏 No 🞏

If you already receive communications from us, the boxes you tick on this form will update any contact preferences you have already given us.

You can change your contact preferences at any time by contacting our Supporter Services team on 01453 891198 or supporter@wwt.org.uk

**Visit details:**

|  |  |
| --- | --- |
| Date of Visit/Event: | Number of WWT members: |
| Number of Adults (17-64): |
| Number of Concessions (over 65s, unemployed):  |
| Arrival time:  | Departure time:  | Number of Children (4-16):  |
| Number of children (0-4): |
| Total Group Number:  |
| How does your group plan to arrive? Coach 🞏 Individual Cars 🞏 |
| Pre-Visit Required for 2 attendees? Yes 🞏 No 🞏 | If yes, date / time of pre-Visit: |

**Requirements:** (please tick as appropriate)

|  |
| --- |
| 1. Meet and Greet on Arrival **(if available on day)**:

 Yes 🞏 No 🞏This is a good way of introducing you to site to help you orientate your group as to what is available and open on the day of your visit. |

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| 1. **Group Specific Guided Tours** can be offered at 11.45am (or later on request, subject to availability), at an additional cost of £40 per Tour (maximum of 12 per group / larger groups will be split into two groups at an additional cost of £40):
 |
| Group Specific Guided Walk(s) Required? Yes 🞏 No 🞏If more than one required, please state the number required ….. |

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| 1. **Other bespoke requirements?** For example, have you discussed a private tour of Scott House Museum with us at £5 per person or a midday table lunch reservation in the restaurant? Yes 🞏 No 🞏
 |
| If yes, please add details below:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  |

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| 1. We are able to reserve a maximum number of 3 **electric mobility scooters** (at a charge of £10 + £25 refundable damage deposit) and 5 manual wheelchairs per day (subject to availability and demonstration of safe operation):
 |
| Number of scooters needed: | Number of wheelchairs needed: |

*Groups of 12 or more paying visitors qualify for the group rate and the group leader goes free. Please note that payment can be made on arrival, though we do stipulate that admission must be paid in one transaction by the group leader.*

**I agree that the above details are correct and I will inform Slimbridge Administration team of any changes:**

|  |  |
| --- | --- |
| **Signature:**  | **Date:**  |

FOR OFFICE USE ONLY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Calendar updated: |  | Int booking to catering: |  | Confirmation letter sent: |  | Day sheet updated: |  | Group Visit Log updated: |  |
| Initial and date:  |

Form issued on behalf of Slimbridge Administration Team, Rickyard Business Reception, WWT Slimbridge, Slimbridge, Glos. GL2 7BT.