  
WWT Arundel Wetland Centre

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.arundel@wwt.org.uk](mailto:groups.arundel@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: | | Number of WWT members: Free |
| Number of Adults (17-64) £12.33: |
| Number of Concessions £11.16  (65+, full-time students, unemployed) |
| Arrival time: | Departure time: | Number of Juniors (4-16) £7.88: |
| Number of children (0-4 years): Free |
| Total Group Number: |
| How does your group plan to arrive? Coach 🞏 Individual Cars 🞏 Please note: our car park cannot accommodate coaches and large groups during half terms and holiday dates. | | |
| Pre-Visit Required for 2 attendees?  Yes 🞏 No 🞏 | | If yes, date / time requested for pre-Visit: |

**Additional Activities for Group Visits**

(please tick to request – we will contact you to verify availability and to arrange timings)

|  |
| --- |
| **Group Guided Walk**  This 1 hour guided tour of the main pathways will enhance your visit   * maximum of 20 per group / larger groups will be split into two groups * cost is an additional £3.00 per person) |
| Are Group Guided Walk(s) requested? Yes 🞏 No 🞏  If more than one required, please state the number required ….. |

|  |
| --- |
| **Wetland Discovery Boat Safari**   * Each boats seats 8 people for a 20 minute trip. * The boats can take manual wheelchairs – 2 wheelchairs each trip plus four people. * If all members of your group do not wish to go on the boats, individuals can book boat safari seats in centre on the day of their visit for £3 per person.   *We will try to meet your boat trip booking requests wherever possible, but boat bookings are dependent on staff availability and may not be possible during peak visitation times.* |
| Are boat trip bookings requested? Yes 🞏 No 🞏 |

|  |  |
| --- | --- |
| **Wheelchair loan**  We have a limited number of manual wheelchairs available per day for visitors to borrow  (subject to availability and demonstration of safe operation): | |
| Number of wheelchairs needed: |  |

**Catering**

|  |  |  |
| --- | --- | --- |
| Will you be using the Water Edge Café for a meal? | Yes | No |
| Would you like to pre-book any catering? | Yes | No |

Please complete which catering option you would like to order for your group.

|  |  |  |  |
| --- | --- | --- | --- |
|  | No of people | Time | Special dietary requirement |
| Option A: teas/coffees only |  |  |  |
| Option B: tea/coffee & cake |  |  |  |
| Option C: seasonal soup, roll & tea/coffee |  |  |  |

Please contact [**patricia.warren@wt.org.uk**](mailto:patricia.warren@wt.org.uk) to discuss your catering needs.

We also have outdoor picnic areas if you wish to bring your own refreshments.

**Payment:**

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

Pre-booked catering must be paid in the Water’s Edge Café in one transaction by the group leader.

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

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

**Terms & Conditions**

1. To benefit from our discounted group admission rates (for 12 or more visitors), please pay the total group admission price in **one single transaction** on arrival at the centre.
2. All pre-ordered catering is charged separately and must be paid in **one single transaction** at the cafe till. Cancellation of catering pre-orders must be 5 day prior to the intended visit.
3. Debit cards and all major credit cards (except American Express) are accepted.
4. We are unable to automatically accept Group Bookings during school half terms and holidays due to the limitations of our car park. Please contact Pat warren at 01903 881525 to discuss your requirements if your visits falls inside any of the West Sussex School holiday dates.
5. We regret that in the event of cancellation, WWT Arundel Wetland Centre is unable to reimburse travel, accommodation or any other expenses you may incur in relation to the cancelled visit.
6. In cases of severe weather, if you are not contacted by telephone, please assume the wetland centre is open and we are expecting you. Please call if you decide to cancel.
7. We can accommodate last minute group bookings however we may not be able to arrange coach parking and boat safaris if we receive fewer than five working days advance notice of your group visit.
8. Boat Bookings: **if we book boats for you in advance**, you are liable for the £3 per person you asked us to book for rather than the numbers who attend the visit on the day (whichever number is higher). We bring in extra staff to permit pre-bookings and/or block off boats from public use to accommodate groups and loose that revenue in case of cancellation.

**Please return this booking form to:**

Pat Warren, Group Bookings Department, WWT Arundel Wetland Centre, Mill Road, Arundel, West Sussex BN18 9PB or by email to [groups.arundel@wwt.org.uk](mailto:groups.arundel@wwt.org.uk) .

If you have any queries please call Pat Warren on 01903 881525.