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# Group Booking Form – 2017

Please fill out this form to book your visit to WWT London Wetland Centre. We will send confirmation of your visit by return.

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| --- | --- | --- | --- |
| **Date of visit:** |  | **Booking date:**  |  |
| **Group name:** |  |
| **Address & postcode:** |  |
| **Tel:** |  | **Mobile No. of** **Leader During Visit:**  |  |
| **Email:** |  |
| **Group leader’s name:** |  |
| **Number in group:** | Please indicate breakdown by adults, concessions, children and WWT members |
| **Arrive:** |  | **Depart:** |  |
| **Standard Group tour requested: £25 per tour (max 20 people)**  | Yes / No | A minimum two weeks notice is required if the visit is on a weekday and three weeks if on a Saturday, Sunday or Bank Holiday. We will endeavour to arrange a tour at shorter notice but it will be subject to a tour guide being available. Please meet your guide in the courtyard five minutes before the start time. |
| **Group tour time:** |
| **Special needs within the group:** |  |
| **Refreshments:** | You are welcome to bring picnics and eat at any of the tables around the site apart from those inside and directly in front of our cafe. Alternatively the cafe serves hot and cold drinks and light refreshments all day and hot meals between 1200 and 1500.  |
| **Approximate time(s) if using café as a group:**  |  | Please indicate if you intend to use the restaurant as this helps our catering staff to provide an efficient and effective service. |
| **Would you like to pre-book catering?** |  | If so, we will be in touch with a menu and price list. Please note - a non-refundable deposit payment of 10% of the total cost of catering booked must be paid a minimum of 3 working days prior to your visit. We cannot accept cheque payment for catering.  |
| **Payment method:** |  | **Pay in advance/on day:** for admission and tour (if applicable): |  |
| **Coach space(s) required:** |  | **Group leader preview date:** |  |
| **How did you hear about WWT London Wetland Centre?** |  |

 **Admission costs 2017:** – **minimum of 12 paying people**

Group Adult Rate: £10.42, Group Concession Rate: £7.79, Group Child Rate: £5.74

Payment must be made prior to the visit or on arrival by the Group leader in one transaction. For admission and tours, we accept credit cards or cheques made payable to WWT. Please note we prefer not to invoice.

**Group benefits**

* **Discounted admission for groups of 12 or more paying visitors and free familiarisation trip for the group organiser**
* **Free entry for the group leader for groups of 13 or more paying visitors**
* **Free coach parking**
* **Free entry for the coach driver including a refreshment voucher**
* **Option to pre-book a guided tours** (£25.00 per tour - max 20 people per tour though extra guides for simultaneous tours can be arranged for larger groups)

**Please note that the regular, free turn-up tours are not available to large groups**

**We hope you enjoy your visit to WWT London Wetland Centre**

If you have any questions please contact us on **020 8409 4400** or via **info.london@wwt.org.uk**

**WWT London Wetland Centre, Queen Elizabeth’s Walk, Barnes, London SW13 9WT**

*At WWT we respect your privacy and WILL NOT disclose any information supplied by you to any third party organisations. We would like to keep you up-to-date with our latest news, events at your local centre, and information about our conservation work. However, please TICK this box if you DO NOT wish to receive this information* 