**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 to the Bookings Officer, WWT Slimbridge, Slimbridge, Glos. GL2 7BT.

1. **Contact Details:**

|  |  |
| --- | --- |
| Your Name: | Name of Group: |
| Address (including Postcode): | |
| Telephone: | Email: |

1. **Visit Details:** (please note that groups of 12 or more qualify for group admission rates)

|  |  |  |
| --- | --- | --- |
| Date of Visit/Event: | | Number of Adults (17-64): |
| Type of Visit/Event: | | Number of Concessions (over 65): |
| Arrival time: | Departure time: | Number of Children (4-16): |
| Total Number of people: |

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

|  |  |
| --- | --- |
| Pre-Visit Required: Yes □ No □ | Date / Time of Pre-Visit: |
| Meet and Greet on Arrival: Yes □ No □ | Arrival by: Coach □ Individual Cars □ |
| 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 20 per group / larger groups will be split into two groups at an additional cost of £40): | |
| Group Specific Guided Walk: Yes □ No □ | Time of Walk: |
| We have 5 electric buggies and 5 manual wheelchairs to pre-book (subject to availability): | |
| Number of buggies needed: | Number of wheelchairs needed: |

1. **Food and Beverages:** (Please tick as appropriate) Pre-order and payment in advance are essential. Please call the Bookings Officer on 01453 891 223 to organise payment.

|  |  |
| --- | --- |
| □ Tea, Coffee and Biscuits on arrival - £3.25 per person | Time: |
| □ Custom prepared lunch for the entire group – Please contact us for menu and prices and to book. | Time: |
| □ Individual Restaurant Service (from the daily menu) | Time: |

1. **How did you learn about our Facilities…………………………………………………………………………..**

**I agree that the above details are correct and I will inform the Bookings Officer of any changes:**

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

*For office use only:*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Diary updated: |  | W & T  updated: |  | Rooms booked: |  | Int booking to catering: |  | Int booking  to cleaners |  | Confirm  to group |  |
| Daysheet updated: | | |  | Other actions (please specify) | | |  | | | |  |