****

**Group Visit Booking Form**

Please complete and return to confirm details of your visit.

Please note that groups of 12 or more paying visitors qualify for group admission rates.

1. **Contact details**

|  |  |  |
| --- | --- | --- |
| Your name/Group organiser: | | Name of group: |
| Address (including postcode): | | |
| Telephone (office): | Telephone (mob): | |
| Email: | | |

**We would like to keep you up to date about our conservation work, how you can get involved at our centres 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 🞏 Telephone 🞏 SMS 🞏

You can change your contact preferences at any time by contacting our Supporter Services team on 01453 891198 or [supporterservices@wwt.org.uk](mailto:supporterservices@wwt.org.uk)

1. **Visit Details**

|  |  |  |
| --- | --- | --- |
| Date of visit: | | Number of adults (17-64) £11.55: |
| Arrival time: | Departure time: | Number of Juniors (4-16) £7.35: |
| Arriving by coach: Yes/No | | Number of concessions (65+, disabled,  full-time students, unemployed) £10.45: |
| How will you be paying for the visit? Cash/card | | Number of free WWT members: |
| Total number of people in group: | | Number of free carers: |
| Accessibility requirements? | | |
| Will the group organiser be present on day of visit?  Yes 🞏 No 🞏 | | |
| Date/time of Organisers pre-visit if required: | |  |

1. **Additional activities *(pre-booking required)***

**Guided Walk (all year)**

Our 1 hour guided tour of the main pathways will enhance your visit to WWT Arundel Wetland Centre.

|  |  |
| --- | --- |
| * £2.50 per group * Maximum tour group 20 people   We would like to book a guided tour for our group:  Yes 🞏 No 🞏 | Requested time:  Number of people? |

**Please note: we will try to meet your request wherever possible, but guided walk bookings are dependent on staff availability and may not be possible during peak visitation times.**

**Wetland Discovery Boat Safaris**

Boats seat 8 people for a 20 minute trip. The boats can take manual wheelchairs – 2 each trip.

Please note: we will try to meet your request wherever possible, but boat bookings are dependent on staff availability and may not be possible during peak visitation times.

**If all members of your group do not wish to go on the boats, individuals can book seats in centre on the day of their visit for £3 per person.**

|  |
| --- |
| * £3 per person   Would you like to inquire about booking a boat safari for your group?  Yes □ No □ |

1. **Catering**

|  |  |  |
| --- | --- | --- |
| Will you be using the Water Edge Café? | 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 (£2.50 each) |  |  |  |
| Option B: tea/coffee & cake (£6 each) |  |  |  |
| Option C: seasonal soup, roll & tea/coffee (£9 each) |  |  |  |

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.

1. **Where did you hear about WWT Arundel Wetland Centre?**

**………………………………………………………………………………………………………**

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

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

**Terms & Conditions**

*To benefit from our great group admission rates (for 12 or more visitors), please pay the total group admission price in* ***one single transaction*** *on arrival at the centre.*

*All pre-ordered catering is charged separately and must be paid in* ***one single transaction*** *at the cafe till.*

*Debit* *cards and all major credit cards (except American Express) are accepted.*

*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.*

*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.*

*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.*

**Please return the booking form to:**

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

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

Remember the following benefits are available for groups of 12 or more people:

* discounted admission *(listed in booking form)*
* FREE familiarisation trip and on-the-day entry for the group organiser
* FREE coach parking (if available)
* FREE entry and refreshments for the coach driver for groups of 24+
* pre-bookable boat trips