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 Group Bookings, WWT Slimbridge, Slimbridge, Glos. GL2 7BT.

1. **Contact details:**

*A member of the Visitor Services team will contact you 30 minutes before your estimated arrival time to confirm your arrival. Please make sure the number you provide is contactable on the day of your visit (it’s best to use a mobile number).*

|  |  |
| --- | --- |
| Your Name: | Name of Group: |
| Address (including Postcode): | |
| Contact number (**mobile** preferred – see above): | 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 🞏

Telephone: Yes 🞏 No 🞏

SMS: 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

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 are able to reserve a maximum number of 3 electric mobility scooters (at a charge of £6 + £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: |

**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 - £3.35 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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Calendar Updated: |  | Int booking to catering: |  | Confirmation letter sent: |  | Daysheet Updated: |  | Group Visit Log Updated: |  |
| Initial and date: | | | | | | | | | |