**Group Visit Booking Form 2019-2020**

**Group Ref No**

\*This form is for groups of 12 people or more

***Please contact the centre and ask to speak to the bookings officer to check availability for a particular date before completing this form.***

Once a date has been agreed with the centre, please complete and return this form to confirm details of your visit.

**To qualify for 15% off standard admission prices the group must consist of 12 paying visitors or more and the group are required to pay in one transaction.**

 **Contact Details Visit details**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name/Group Organiser |  | Day & date of visit |  |
| Name of Group/Organisation |  | Total number of people in group |  |
| Address (including Postcode) |  | Arrival time |  |
| Telephone (landline) |  | Departure time |  |
| Telephone (mob) |  | Arriving by Coach Y/N |  |
| Email |  | Coach company and telephone number  (if applicable) |  |
| Date of Enquiry |  | Pre Visit required Y/NDate requested: |  |

**Keep in Touch**

|  |  |
| --- | --- |
| 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 box 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 |  |

**Centre Opening Times for 2019/2020**

|  |  |
| --- | --- |
| **Summer**  (March - October) | Daily 9.30am - 5pm. |
| **Winter** (November - February) | 10am - 5pm Monday - Wednesday 10am - 8pm Thursday – Sunday  |

**Wigeon Cafe Opening Times for 2019/2020**

|  |  |
| --- | --- |
| **Summer**  (March - October) | daily 10am - 4pm. |
| **Winter** (November - February) | 10am - 4.30pm Mon-Wed10am – 6pm Thur - Sun |

**New Admission with Swan Feed Packages**

|  |  |
| --- | --- |
|  | No. of people |
| **Cygnet Tea**From 21st OctoberEveryday | Meet and greet on arrivalTea or Filter CoffeeScone with Jam and Cream3.30 Swan Feed | £12 per personEntrance Fee Included |  |
| **Whooper Dinner**From 5th November Thursday-SundayWednesdays on request | Meet and greet on arrivalHot dinner before or after swan feed from set menu (see below)Tea or filter coffee6.30pm Swan feed | £18 per personEntrance fee included |  |

**Whooper Dinner Set Menu Options**

|  |  |
| --- | --- |
|  | No. of people |
|  Cottage Pie |  |
| Creamy Chicken and Mushroom Puff Pie |  |
| Roasted Vegetable Filo Tart |  |
| All served with seasonal vegetables and potatoes |

**Please choose a time you would like to be served dinner.**

|  |  |
| --- | --- |
| 5.00pmBefore swan feed |  |
| 7.15pmAfter swan feed |  |

\*Please contact us for any dietary requirements, allergens or intolerances.

\***Please note that all visitors must leave the Centre by 2130hrs.**

**Admission without package**

(includes 15% off standard admission)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | No. of people | Total amount £ |
| Adults  | £6.88 |  |  |
| Concessions (65yrs+, disabled, full-time students, unemployed) | £5.87 |  |  |
| Children | £3.94 |  |  |
| Members | FREE |  | £0 |

**Catering**

**\*** We can provide for any occasion, event or function and would be pleased to discuss your needs.

\* Please contact us for any dietary requirements, allergens or intolerances.

\*Outside normal cafe opening times are available on request Café opens for lunch from 1130am to 1430hrs.

|  |
| --- |
| **Pre order your food in advance (a weeks’ notice is required) and a 10% discount will be applied. Please request a group food form.** |
| Will you group be using the Wigeon Cafe for lunch? | Yes | No |
| Would you like us to reserve a space for your group at the Wigeon cafe regarding any pre-booked catering? | Yes | No |

**Catering – Afternoon Teas served from 14:45**

|  |  |  |
| --- | --- | --- |
|  | No of people | Preferred Time? |
| Classic Afternoon Tea ( scone, cream & jam)  | £5.25 |  |  |
| High Tea Moment- a classic afternoon tea with a handmade sandwich (egg & cress, smx salmon, cheese or ham) | £9.25 |  |  |
| The Deluxe High Tea-a sandwich, scone with cream and jam, macaroon and Elderflower Presse | £10.95 |  |  |

**Additional Activities**

(Pre-booking essential)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Our swan feeds** Mid October – Early March *Watch our migratory swans being fed & learn with our expert commentators on their incredible journey.*

|  |  |
| --- | --- |
| 19 October – 8 March  | 3.30pm |
| 1 Nov – 29Feb | 3.30pm daily and 6.30pm Thursday to Sunday (floodlit) |
| Boxing day - 8 March  | 12 noon and 3.30pm daily and 6.30pm Thursday to Sunday (floodlit) |

 | Requested time | Number of people |
|  |  |
| * Price included in admission
* Maximum of 55 people
* Children under 18 must be accompanied by an adult.
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|  |  |  |  |
| --- | --- | --- | --- |
| **Guide in the hide** (all year)*Our guide in hide can be tailored to your groups needs for an extra special visit to Welney Wetland Centre.*  | Requested time | Number of people | Total cost |
|  |  |  |
| * £25 per hour
* Maximum 20 people
* Meeting point in the Wigeon Cafe
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|  |  |  |  |
| --- | --- | --- | --- |
| **Welney through the seasons talk** (all year)*Our talk can be tailored to your groups needs for an extra special visit to Welney Wetland Centre.*  | Requested time | Number of people | Total cost |
|  |  |  |
| * £25 per hour
* Maximum 50 people
* Meeting point in the Pond Room
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|  |  |  |  |
| --- | --- | --- | --- |
| **Wildlife walks at Welney Wetland Centre***Your group can now discover more about the seasonal wildlife on one of our guided walks.  Year round wildlife experiences with a guide – walks can cater for all abilities.*  | Requested time | Number of people | Total cost |
|  |  |  |
| Guided walk* £25 per hour
* Maximum 20 people
* Meeting point - Entrance foyer to centre
* Walks last 1 hour but can be requested for longer
 |

**Where did you hear about WWT Welney wetland centre?**

**NOTES:** Please make sure that you have checked availability with your chosen group visit date with the booking officer at WWT Welney wetland centre, before submitting. You will be issued a booking reference number to use to complete this form. We cannot accept bookings that haven’t met this process. Thank you.

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

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

**Terms & Conditions**

To benefit from our great group rates (for 12 or more visitors), please pay the total group admission price (plus any additional options) in **one single transaction** on arrival at the centre or prior to your visit. Any pre-booked catering is to be paid in **one transaction at the Wigeon Cafe** unless you are having a package swan feed. Payment can be cash, debit/credit card or cheque.

Cheques are to be made payable to “WWT Welney”.

* We require a minimum of two weeks’ notice for any pre-booked catering required.
* Minimum required cancellation period is two weeks.
* Should there be any flooding on the reserve with restricted access we will contact your group to give as much notice as possible.

**Please return to:**

groups.welney@wwt.org.uk . If you have any queries please call Alex Thomas on 01353 860711. (Monday-Wednesday)

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
* FREE entry and refreshments for the driver
* group catering packages (listed in booking form)
* a welcome pack on arrival
* a range of pre-bookable activities and tours (listed in booking form)
* FREE access to the visitor centre for those not requiring to access the reserve