**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 |  | Pre Visit required Y/N  Date 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](mailto:supporter@wwt.org.uk) |  |

**Centre Opening Times for 2019/2020**

|  |  |
| --- | --- |
| **Summer**  (March - October) | Daily 9.30am - 5pm. |
| **Winter** (November - February) | 10am - 5pm Monday - Friday  10am - 8pm Saturday and Sunday |

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

|  |  |
| --- | --- |
| **Summer**  (March - October) | Daily 10am – 4.30pm. |
| **Winter** (November - February) | 10am - 4.30pm Monday - Friday  10am – 6pm Saturday and Sunday |

**Admission and Catering Packages**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | No. of people |
| **Cygnet Tea**  From 21st October  Everyday | Meet and greet on arrival  Tea or Filter Coffee  Scone with Jam and Cream  Served at either 2.45pm 0r 16.15 pm  3.30 Swan Feed | £12 per person  Entrance Fee Included |  |

If interested in an evening package to include catering and admissions please talk to us about our new swan suppers. Menus available on request.

**Catering without Admissions**

**\*** 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 12 noon 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 and menu.** |
| 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 |  |  |

**Admission without package**

(includes 15% off standard admission)

**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 |
| 2 Nov – 29Feb | 3.30pm daily and 6.30pm (floodlit) Saturday and Sunday |
| Boxing day - 8 March | 12 noon daily, 3.30pm daily and 6.30pm (floodlit) Saturday and Sunday |

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

**Additional Activities**

(Pre-booking essential)

|  |  |  |  |
| --- | --- | --- | --- |
| **Guide in the hide** (all year)/**Wildlife Walk**  *Our guide in hide can be tailored to your groups needs for an extra special visit to Welney Wetland Centre.*  *Walks - 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 |
|  |  |  |
| * £25 per hour * Maximum 20 people * Meeting point- entrance foyer. |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

**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](mailto:groups.welney@wwt.org.uk) . If you have any queries please call Alex Thomas on 01353 860711. (Monday-Thursday)

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