# Group Booking Form

Please fill out this form to book your visit to WWT London Wetland Centre. We will send confirmation of your visit by return.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of visit:** |  | | | **Booking date:** | |  | | | |
| **Group name:** |  | | | | | | | | |
| **Address:** |  | | | | | **Postcode:** | |  | |
| **Group organiser’s name:** | **Title:** | |  | **Name:** |  | | | | |
| **Group organiser’s tel:** | M**obile:** |  | | | | **Landline:** | |  | |
| **Group organiser’s email:** |  | | | | | **Group organiser over 18?** | | Yes  No | |
| **Group leader’s name (if different from above):** | **Title:** | |  | **Name:** |  | | | | |
| **Group leader’s mobile (during visit):** |  | | | | | | | | |
| **Number in group:** | *Please indicate breakdown by* ***adults, concessions, children and WWT members*** | | | | | | | | |
| **Arrival time:** |  | | | | **Departure time:** | |  | | |
| **Standard Group tour requested: £30.00 per tour (max 20 people)** | Yes  No | | | *A minimum two weeks’ notice is required if the visit is on a weekday and three weeks if on a Saturday, Sunday or Bank Holiday. We will endeavour to arrange a tour at shorter notice but it will be subject to a tour guide being available. Please meet your guide in the courtyard five minutes before the start time.* | | | | | |
| **Group tour start time:** |  | | |
| **Special requirements within the group:** |  | | | | | | | | |
| **Refreshments**  *You are welcome to bring picnics and eat at any of the tables around the site apart from those inside and directly in front of our Kingfisher Kitchen. Alternatively the Kingfisher Kitchen serves hot and cold drinks and light refreshments all day and hot meals between 11:30 and 15:00.* | | | | | | | | | |
| **Approximate time(s) if using Kingfisher Kitchen as a group:** |  | | | *Please indicate if you intend to use the restaurant as this helps our catering staff to provide an efficient and effective service. Unfortunately we cannot take table bookings.* | | | | | |
| **Payment method: (card/invoice)** |  | | | *We are able to invoice you for your visit but require you to fill out a New Customer form in advance to set this up.* | | | | | |
| **Coach space(s) required:** |  | | | **Group leader preview date:** | |  | | |
| **How did you hear about WWT London Wetland Centre?** |  | | | | | | | | |

**Admission costs:** – **minimum of 12 paying people**

|  |  |
| --- | --- |
| Adult Group Rate | £11.98 |
| Concession Group Rate | £10.04 |
| Child Group Rate | £7.34 |
| (please note under 4s visit for free) |  |

*Payment must be made on arrival by the Group leader in one transaction. For admission and tours, we accept credit cards or cheques made payable to WWT. Please note we do not accept American Express Invoicing be done by pre- arrangement*

**Group benefits**

* **Discounted admission for groups of 12 or more paying visitors and free familiarisation trip for the group organiser**
* **Free entry for the group leader (not transferable)**
* **Free entry for the coach driver (not transferable)**
* **Option to pre-book a guided tour** (£30.00 per tour - max 20 people per tour, extra guides for simultaneous tours can be arranged for larger groups)

**We hope you enjoy your visit to WWT London Wetland Centre**

If you have any questions please contact us on **020 8409 4400** or via [**groups.london@wwt.org.uk**](mailto:groups.london@wwt.org.uk)

**WWT London Wetland Centre, Queen Elizabeth Walk, Barnes, London SW13 9WT**

*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)