**WWT London Wetland Centre**

**Group Booking Information and Form 2024-25**

Thank you for enquiring about a group visit to the London Wetland Centre. Please read this form carefully and provide us with as much information as possible to help us organise an unforgettable visit for you and your group.

**Payment options:**

* *Payment must be made on arrival by the Group leader in one transaction in order to benefit from the group discount rate*
* *Invoicing can be done by pre-arrangement, please indicate on the form if you would like to be invoiced for your trip*
* *For admissions and tours, we can’t accept credit cards or cheques made payable to WWT*
* *Please note we do not accept American Express*
* *Concessions cover 65+, full-time students and jobseekers*

**Group visit benefits:**

* Discounted admission for groups of 12 or more paying visitors
* Free familiarisation trip for the group organiser (please contact us to arrange this)
* Free entry for the group organiser on the day
* Free coach parking
* Free entry for the coach driver
* Refreshment voucher for the coach driver to be redeemed in our café
* Guided tours available from one of our friendly staff or volunteers from £35
* Risk assessments are available upon request

**Guided tours:**

Please indicate on this form if you would like to arrange a 45 minute guided tour from one of our friendly guides on your arrival to the London Wetland Centre. Tours cost £35 and have a maximum capacity of 20 people. A second tour guide can be arranged for larger groups.

**Group Booking Form:**

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| **Date of visit:** | Click or tap to enter a date. |
| **Group name:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | **Postcode:** | Click or tap here to enter text. |
| **Group Organiser’s details:** | **Title:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Group organiser’s contact:** | **Phone:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Group Leader’s details:** (if different from above) | **Title:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Group leader’s telephone:** (for during visit) | Click or tap here to enter text. |
| **Number in group:**(must be 12+ paying people to qualify for these prices) | **Adult** | **Concession** | **Junior** | **WWT Member** | **Essential Carer** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Timings (approx.)** | **Arrival time:** | Click or tap here to enter text. | **Departure time:** | Click or tap here to enter text. |
| **Group tour requested:**£35 per tour (maximum 20 people per tour) | [ ]  Yes[ ]  No | *A minimum of two weeks’ notice is required if the visit is on a week day and three weeks if on a weekend or a 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:** | Click or tap here to enter text. |
| **Special requirements within the group:** | Click or tap here to enter text. |
| **Refreshments** |
| ***Please indicate if you would like to use our restaurant as this helps our catering staff provide an efficient and effective service. Unfortunately we cannot take table bookings.****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:** | Click or tap here to enter text. | **Dietary requirements:** | Click or tap here to enter text. |
| **Payment method:**(please tick appropriate box) | [ ]  Invoice after visit [ ]  Pay on arrival |
| **Coach space(s) required:** | [ ]  Yes[ ]  No | **Number of coaches (if required):** | Click or tap here to enter text. | **Group leader preview date:** | Click or tap to enter a date. |
| **How did you hear about WWT London Wetland Centre?** | Click or tap here to enter text. |

Please fill out this form and return it completed to groups.london@wwt.org.uk

If you have any questions please contact us on 0208 409 4400 or at the email address above.

We look forward to welcoming you and your group to the London Wetland Centre.

**Marketing and Communications:**

[ ]  **Please tick this box if you would like to receive emails from WWT.** If you sign up, you’ll receive the latest news about WWT’s centres, conservation work and ways you can support. WWT are committed to keeping your personal information secure and will never share it with other organisations for marketing purposes. Further information about how WWT uses your personal data is set out in the privacy policy. If you already receive emails from WWT, you can continue to receive email updates. You can unsubscribe from these emails at any time.

[ ]  **Please tick this box if you would like to receive emails from WWT London regarding future offers and information for group visits**. WWT are committed to keeping your personal information secure and will never share it with other organisations for marketing purposes. Further information about how WWT uses your personal data is set out in the privacy policy. You can unsubscribe from these emails at any time.