

 Group Visitor Booking Form

**Contacting You**

**Name of Group**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Group Organiser**: **Title:** \_\_\_\_\_\_ **First Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last Name:** \_\_\_\_\_\_\_ **Post Nominal’s\_\_\_\_**

**Address of Group Organiser**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Telephone no**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Post code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About your visit**

**Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile number of Group Organiser during visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Method (coach, minibus etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No of Coaches: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimated Times**

**Group Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Departure Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**About your Group**

**Total Number Expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of 5-16s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Under 5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Concessions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nationality of Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any other Information: (**Please indicate if you have any special requirements or if there is anything you feel we need to know in order to give your group the best possible experience.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Making the Most of your Visit**

**Private Guided tour requested: Y/N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number taking tour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Time of Tour: \_\_\_\_\_\_\_\_\_ Area of Interest:** (Please Circle) **Medieval Tudor General\_\_\_\_\_\_**

**A Musical Tour of Medieval England requested: Y/N Please circle preferred time: 30 min (£150) 90 min (£200)**

**Wensleydale Railway: Please contact ourselves or the railway to discuss your booking.**

**Catering plans:** (Max capacity of tea room is 40 people therefore we advise large groups to split in two to enter tea room)

 **Expected time of entering tea room: \_\_\_\_\_\_\_\_\_ Expected numbers using tea room:\_\_\_\_\_\_\_\_\_**

 **Please choose from the menus provided before arrival and supply us with choices.**

**Payment:** For group booking rates to apply all admission fees and guided tour fees must be made as one payment on the day of your visit. Method of payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you hear about us? (please tick)**

Property Leaflet O Word of Mouth O

Bolton Castle Website O Other website (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group booking pack O Advert in Magazine/Newspaper

Local to area O (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

We would like to keep your details on file so we can keep you updated on special offers and new developments at Bolton Castle. This will also enable us to monitor group bookings at the Castle. We promise that any information you give will be used for this purpose only by Bolton Castle and will not be passed to any other company. We need your consent to hold your personal details to fulfill our obligations under the Data Protection Act.

I hereby give consent for my information to be used in the manner detailed above. I am happy to be contacted by (please tick the appropriate box)

By Post [ ] By Email [ ]

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ref. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**