**Historic Royal Palaces**

**Media Visit Application Form**

**\* mandatory fields**

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| --- | --- |
| **Contact name & position \*** |  |
| **Contact email \*** |  |
| **Contact telephone\*** |  |
| **Palace \***(tick as applicable) | Tower of London [ ] Hampton Court Palace [ ] Kensington Palace [ ] Banqueting House [ ]  |
| **Name of publication/programme** |  |
| **Brief description of publication/programme** |       |
| **Name of commissioning editor** |       |
| **Email & telephone of commissioning editor** |       |
| **Synopsis of commission/story (including approx number of words)** |       |
| **Approx date of publication/broadcast** |       |
| **Will a guide be required?** |  |
| **Would you like to interview a specific member of staff during your visit? If yes, who?** |       |
| **Would you like to visit a specific exhibition or see a particular work of art or artefact?** |       |
| **Will you need to take photographs during your visit? If yes, in what areas of the palace?** |       |

When you have completed this form please return it to the press office by email (press@hrp.org.uk) or fax 020 3166 6330.