**Hampton Court Palace**

**Roof Tour Booking Form for Group of 15 or more**

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| --- | --- |
| **Group Name:** |  |
| **Contact Name:** |  |
| **Address** |  |
|  |  |
| **Postcode:** |  |
| **Tel No:** |  |
| **Email:** |  |

**(Group must have a ratio of 1 adult per 10 children / students.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Visit:** |  | **No. in group (max 16):** |  |
| **Time of Tour:** |  | **Age Range(min age 12):** |  |
|  |  |  |  |

**Type of Guided Tour** (Tour prices are valid until 29th February 2016)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | | |  |  |  |  | | |
|  | English |  | French | | |  | German |  |  | | |
|  |  |  |  | | |  |  |  |
|  | 1 hour tour | | | @ | £250.00 plus VAT (£300.00) | | | | | = | £ | |  |  | |
|  |  | | |  |  | | | | |  |  | |  |  |
| Please note all participants will be required to sign the attached health and safety form as acknowledgement of the rules and regulations of this tour.  The tour will be cancelled in inclement weather and groups will be offered a 1 ½ hour palace tour instead. Please not we have a not refunds policy. | | | | | | | | | | | | | | |

**Section Two: Palace Admission Tickets**

Guided tour prices do not include admission to the palace. Tickets can be purchased via this form or on arrival at the palace.

**Please tick and complete appropriate section:**

|  |  |  |  |  |  |  |  |  |
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|  | **PEAK – 1st March 2017 – 31st October 2017** | | | | | | | |
|  |  | | | | | | | |
| **Date of visit:** | | | |  | | | | |
|  | |  |  | |  |  |  |  |
|  | |  |  | |  |  |  |  |
|  | | x | Adult | | @ | £17.48 | = | £ |
|  | | x | Child (12-15 years) | | @ | £8.74 | = | £ |
|  | | x | Student (16yrs & Over) | | @ | £14.06 | = | £ |
|  | | x | Senior Citizens (60yrs & Over) | | @ | £14.06 | = | £ |

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|  | **OFF PEAK – 1st November 2017 – 28th February 2018** | | | | | | | |
|  |  | | | | | | | |
| **Date of visit:** | | | |  | | | | |
|  | |  |  | |  |  |  |  |
|  | |  |  | |  |  |  |  |
|  | | x | Adult | | @ | £15.11 | = | £ |
|  | | x | Child (12-15 years) | | @ | £7.60 | = | £ |
|  | | x | Student (16yrs & Over) | | @ | £12.64 | = | £ |
|  | | x | Senior Citizens (60yrs & Over) | | @ | £12.64 | = | £ |
|  | |  |  | |  |  |  |  |
| **Totals:** | | | | | | | | |
| Cost of Tour | | | | | | | = | £300.00 |
| Admission Tickets | | | | | | | = | £ |
| Transaction Fee | | | | | | | = | £ 2.00 |
| **Final Total** | | | | | | | = | £ |

|  |  |  |  |  |
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|  | | | | |
|  | I will collect my tickets on the day |  | Please post my tickets  (Please allow 2 weeks for postage) | |
|  | | | | |
|  |  | | | |
| **Payment Method:** | | | |

Please select your preferred method of payment:

|  |  |
| --- | --- |
|  | I will pay by Credit / Debit card – we will contact you on the number provided above. \* Please note that our office is open from 9:00 – 17:00 GMT, seven days a week. |
|  |
|  | I will pay by cheque (enclosed) Cheques are only accepted if they are received with a completed form **one** month prior to your visit.  Please make cheques payable to ‘Historic Royal Palaces’ and sent to:  Contact Centre & Learning Team, The Barrack Block, Hampton Court Palace, Surrey,KT8 9AU |
|  |
|  |
|  | I will pay by Bank Transfer - Please only return a completed booking form once payment has been made and allow up to 21 days to process. Any forms returned without this will not be processed. |
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| Please note that there are NO REFUNDS for guided tours or ticket cancellations made less than two weeks before the date of visit. | |
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| **Please return the completed form to:** | |
| Contact Centre, Barrack Block, Hampton Court Palace, Surrey, KT8 9AU | |
| Telephone number: | +44 (0) 203 166 6000 |
| Fax: | +44 (0) 203 166 6754 |
| Email: | [customerservices@hrp.org.uk](mailto:customerservices@hrp.org.uk) |