

Hampton Court Palace

Roof Tour Booking Form



Historic Royal Palaces is the charity that looks after:

- Tower of London**
- Hampton Court Palace**
- Banqueting House**
- Kensington Palace**
- Kew Palace**
- Hillsborough Castle**

We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

We raise all our own funds and depend on the support of our visitors, members, donors, sponsors and volunteers.

Group Name: _____
 Contact: _____
 Address: _____

 Postcode: _____
 Tel No: _____
 Email: _____

(Group must conform to the required ratio*. Prices are valid until 28th February 2019)

Date of Visit _____ No. in group (max. 15) _____
 Time of Tour _____ Age Range (min age 12.) _____

Section One: Tour

Type of Guided Tour (Tour prices are valid until 29th February 2019)

English French German
 1 hour tour @ £250.00 plus VAT (£300.00) = £300.00

Please note all participants will be required to sign a 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 note that we have a no 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:

_____ x Adult	@	-15 people £19.20	/	15 people £18.10	=	£
_____ x Child (5-15 years)	@	£9.60	/	£9.10	=	£
_____ x Student (16yrs & over with ID)	@	£15.30	/	£14.60	=	£
_____ x Senior Citizens (60yrs & over)	@	£15.30	/	£14.60	=	£
				Roof Tour	=	£300.00
				Admission Tickets	=	£
				Transaction Fee	=	£2.00
				Final Total	=	£



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 09:00 - 17:00 GMT, Monday - Friday, 09:00 - 14:00 Saturday - Sunday.

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 and we will contact you with the relevant details. Please allow up to 21 days to process.

Please note that there are NO REFUNDS for guided tours or ticket cancellations made less than two weeks before the date of visit.

* We reserve the right to refuse admission if the ratio of child / student to adult is higher than permitted. Ratios are 1 adult per 15 children for children aged 13-15 years or 1 adult per 10 children for children aged 12 years.

You are welcome to purchase tickets at the ticket office on the day of your visit as we do not sell out.

We carry out risk assessments on all our activities. The risks associated with a tour of the Hampton Court Palace roof have been assessed as low as long as visitors accept and adhere to the following information and conditions:

- The roof is accessed by a large number of steps (107) which may have an uneven riser and be worn.
- Small access steps and metal walkways will be encountered. Some of these do not have handrails.
- The roof is not suitable for the use of walking sticks or other mobility aids.
- Do not participate if you feel you may suffer from vertigo.
- You must wear enclosed footwear with no heels; sandals, flip flops or footwear that exposes the foot are not acceptable.
- Please wear suitable clothing for stair climbing taking into account the likely weather conditions.
- Large bags or items are not permitted on the roof.

To find out more about how we collect and use personal data, please see Historic Royal Palaces' Privacy policy - www.hrp.org.uk/privacy-and-cookie-policy

Please return the completed form to:

Contact Centre, Barrack Block, Hampton Court Palace, Surrey, KT8 9AU

Telephone number: 0203 166 6000

Fax: 0203 166 6754

Email: customerservices@hrp.org.uk

