

# The Bishop's Palace Group Booking Form



The Bishop's Palace

WELLS · SOMERSET

## Your Contact Details

Title		First Name		Surname	
Name of your group					
Address					
Postcode					
Telephone Number			Mobile Number		
Email					

## Your Visit

Date of visit*		Arrival time*	
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\*Subject to availability

Admission	No. of Tickets	Price per person	Total Cost*
Individual admission – Adult		£	£
Individual admission – child (5-18 years)		£	£
Coach Driver/Tour Operator		Free	Free
Group leader (groups 20+) 1 per group		Free	Free

\*Admission to be paid in full on arrival on the day of your visit

Please let us know if anyone in your group has any access requirements	
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How did you hear about us?		WI Magazine		Other Magazine (please specify below)	
Group Leisure		Garden Talk		Local knowledge	
Palace Brochure		Website		Word of mouth	
				Other (please specify below)	

## Catering

The Bishop's Table, our onsite café, is open daily for refreshments during your group visit. The Bishop's Table offers a selection of drinks, cakes, breakfast, lunch and afternoon tea. The cafe has seating both inside and on the patio...overlooking the Palace and the Croquet Lawn. The Bishop's Table does not take bookings, just pop in for your refreshments during your visit. We would encourage large groups to stagger their orders for refreshments.

Please return this completed form to: Group Bookings, The Bishop's Palace, Wells, Somerset BA5 2PD  
Email: [groups@bishopsalace.org.uk](mailto:groups@bishopsalace.org.uk) Tel: 01749 988111

# The Bishop's Palace Group Booking Information

## Booking information

We ask that groups book at least one month in advance to ensure that we can offer you the best possible experience. You may wish to telephone to enquire about available dates and make a provisional booking. Groups booking must be a minimum of 10 people, there is no maximum number. If you do have a last-minute group booking then please do call first to ensure availability.

To confirm a booking please complete and return the booking form to:

Groups@bishoppalace.org.uk

Group Bookings, The Bishop's Palace, Wells, Somerset BA5 2PD

Tel: 01749 988111 ext 203

## Payment and Confirmation

All bookings require a booking form to be completed. Your booking will be confirmed by email or post 3 weeks prior to your visit. Final numbers for admission should be confirmed at least 7 days prior to your visit.

Payment is required on the day of your visit. A single payment is necessary for the entire group to qualify for group rates.

Payment for admission should be made in a single payment on arrival by cash, card or a cheque made payable to The Palace Trust.

The Bishop's Palace is managed by a charity, The Palace Trust.

Your group visit makes a direct contribution towards the running costs, conservation and development of this 800 year old site, and helps keep the Palace open for all to enjoy.

