**Your Contact Details**

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| **ADMISSION\*** | No. of Tickets | Price Per Person | Total Cost |
| **Adult Day Admission**  |  | £ 9.50 | £ |
| **Child Day Admission (5-18 years)** |  | £ 4.75 | £ |
| **Coach Driver (for groups of 20+ people)**  |  | 1 Free per group | Free |
| **Group Leader (for groups of 20+ people)**  |  | 1 Free per group | Free |

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| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Name** |  | **Surname** |  |
| **Name of your group** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  | **Mobile Number** |  |
| **Email** |  |

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| --- | --- | --- | --- |
| **Date of visit\*** |  | **Arrival time\*** |  |

**\*Subject to availability**

**Your Visit**

**\***Admission tickets allow entry to the palace and gardens only; for any additional tours, please select below **(Please note that the daily public tour we offer onsite is not included in group admission.**)

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| **GENERAL TOUR\***  | Price Per Person | Numbers/Total Cost\*\* |
| **General Guided Tour:** An exclusive general guided tour looking at the history of the palace and gardens, lasting 1 hour. | £ 4.50 |  |

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| **GARDEN TOUR\***  | Price Per Person | Numbers/Total Cost\*\* |
| An exclusive horticultural guided tour of the gardens looking at the various flora, lasting 1 hour. | £ 4.50 |  |

**\***Subject to availability. Please note that all tours must be paid for 7 days in advance.

**\*\*Maximum of 20 people per tour, so multiple guides/tours may need to be booked**

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| --- | --- |
| 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 |  | Other(please specify below) |  |
| Palace Brochure |  | Website |  | Word of mouth |  |  |

 **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@bishopspalace.org.uk

Group Bookings, The Bishop’s Palace, Wells, Somerset BA5 2PD
Tel: 01749 988111

**Payment and Refunds**All bookings require a booking form to be completed. Your booking will be confirmed by email or post 2 - 3 weeks prior to your visit. Final numbers for admission should be confirmed at least 7 days prior to your visit.

A single payment is necessary for the entire group to qualify for group rates, and can be paid by cash, card or a cheque made payable to The Palace Trust.

All group booking payments are non-refundable, unless cancelled by us. All tour bookings must be paid at least 7 days in advance of your visit.

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.