



ENGLISH HERITAGE

*Days out worth  
talking about.*

# Group Enquiry

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## Lincoln Medieval Bishops' Palace

Thank you for your interest in organising a group visit to **Lincoln Medieval Bishops' Palace**.

Hereafter please find the Group Visit Request / Group Booking Form and detailed information about the site to help you with the organisation of your visit.

Don't forget to pre-order guidebooks so that we can prepare everything for your group's arrival.

We look forward to welcoming you and your group.

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If, after having read this information, you have any other questions

please do not hesitate to contact us on:

tel: +44 (0)1522 527468

[www.english-heritage.org.uk/lincolnbishops](http://www.english-heritage.org.uk/lincolnbishops)



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# Group Visit Request / Booking Form

## Lincoln Medieval Bishops' Palace

Minster Yard, Lincoln, Lincolnshire LN2 1PU tel: +44(0)1522 527468

**Please note: until you receive a confirmation from us you have not made a booking.  
You are welcome to call us in advance to check availability.**

Tour Reference / Group Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Company Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date	Time of Arrival	Estimated number of people visiting					
		Please do not include coach driver and tour leader in the figures.					
		Number of Adults		Number of Concessions		Number of Children	
		Non-members	English Heritage Members	Non-members	English Heritage Members	Non-members	English Heritage Members

Method of transport Name of coach company \_\_\_\_\_

Cars \_\_\_\_\_ Please advise the number of cars expected.

**I would like to book the following (please tick). Prices valid from 1 April 2009 to 31 March 2010 and may vary on event days.**

<input type="checkbox"/>	<b>Standard visit:</b> We offer a 15% discount for groups of 11 or more paying visitors, if one person makes payment for the group. You also receive one free place for every additional 20 people in your group. Coach driver and tour leader and English Heritage members are admitted free of charge and do not count towards the group numbers.  Normal admission price: £4.00 per adult; £3.40 per concession; £2.00 per child. Group of 11 or more paying visitors: £3.40 per adult; £2.89 per concession; £1.70 per child.
<input type="checkbox"/>	Guide books x _____ @ £2.99 ready for collection upon arrival.
<input type="checkbox"/>	Guided tour x _____ @ £2.95 per person plus admission. Maximum of 30 people per tour and it must be pre-booked.
<input type="checkbox"/>	Audio guides x _____. Free of charge but subject to availability.

Please also complete page 2



# Group Visit Request / Booking Form

Booking Form Page 2 of 2

Method of Payment (please tick)	Voucher/ Invoice		Debit Card / Switch	
	Cash		Cheque	
	Credit Card			

<b>For Office Use</b>	Diary		Client	
	Guide		Retail	
	Catering			
Copy of form sent to: Travel Trade Marketing, 3 <sup>rd</sup> Floor WHS				

**It would be helpful if you could supply the following information for us:**

1) How did you find out about us? E.g. advert (which one?) recommendation etc.

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2) What prompted your visit?

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3) Would you like to receive the free English Heritage Groups publication 'Attractions'? YES\_\_\_\_\_ NO \_\_\_\_\_

English Heritage will use your details to process your booking and will keep you on record for future reference.

From time to time, we may send you information about group visits to English Heritage sites.

If you DO NOT wish to receive this, please tick this box

We may also wish to contact you for market research. If you DO NOT wish us to do so, please tick this box

**Please return your completed form to:**

**Lincoln Medieval Bishops' Palace**

**Minster Yard, Lincoln, Lincolnshire LN2 1PU, tel: +44 (0)1522 527468**

**[www.english-heritage.org.uk/lincolnbishops](http://www.english-heritage.org.uk/lincolnbishops)**



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# Group Visit Request / Booking Form

## Group Visits Information

### ◆ **Opening Times valid from 1 April 2009 to 31 March 2010:**

1 Apr – 1 Nov	10am – 5pm	Daily
2 Nov – 31 Mar	10am – 4pm	Thu – Mon
24 – 26 Dec & 1 Jan	Closed	

◆ **Site Location:** On the south side of Lincoln Cathedral, in Lincoln city centre.

◆ **Coach Parking:** No coach parking on site, nearest drop off on south side of Lincoln Cathedral. Contact Lincoln Tourist Information Centre on 01522 873213 for details of the city's coach parking scheme.

◆ **Prices & Group Discounts valid from 1 April 2009 to 31 March 2010:** We offer a 15% discount for groups of 11 or more paying visitors, if one person makes payment for the group. You also receive one free place for every additional 20 people in your group, plus free entry for the tour leader and coach driver. English Heritage members are admitted free of charge and do not count towards the group numbers.  
Normal admission price: £4.00 per adult; £3.40 per concession; £2.00 per child.  
Group of 11 or more paying visitors: £3.40 per adult; £2.89 per concession; £1.70 per child.  
Carers for visitors with disabilities FREE. English Heritage Members FREE.

◆ **Guided Tours:** Tours of the site are available for a maximum of 30 people per group, at a cost of £2.95 per person plus admission. The tour lasts for about 30 minutes and must be pre-booked. Audio guides are available free of charge but subject to availability. The audio guide lasts for about 50 minutes

◆ **Guide Books:** Available at a cost of £2.99. Pre-order to ensure that your guidebooks are ready and pre-packed for your arrival.

◆ **Duration of Visit:** We advise you to allow at least 1 ½ hours for your visit. But if you are doing the 30 minute guided tour allow at least 2 hours for your visit.

◆ **Disabled Access:** There is one accessible parking space in front of the visitor centre; disabled visitors may also be set down at the entrance. There is no wheelchair access to the ruins and Contemporary Heritage Garden. Access is via steps, gradients and uneven surfaces. There is a level path and seating within the garden. There is an accessible toilet and the key is available from the site staff. The shop and exhibition have level access and the exhibition allows those unable to access the palace and garden to see it via a subtitled audio visual tour. Please make us aware of the special needs of any member of your group before your arrival so that we can offer every assistance.

◆ **Catering:** Hot drinks, soft drinks and snacks are available from the shop. Picnics are welcome in the grounds.

◆ **Facilities:** Shop and visitor centre both on site and accessible.

◆ **Restrictions** No Dogs are allowed on. No smoking or Commercial Photography is allowed on site.

### ◆ **Nearby English Heritage Sites:**

Bolsover Castle	Tel: 01246 822844
Hardwick Old Hall	Tel: 01246 850431

If, after having read this information, you have any other questions

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