



Belsay Hall, Castle and Gardens

1 April 2012 – 28 March 2013

Thank you for your interest in organising a group visit to **Belsay Hall, Castle and Gardens**.

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 groups' arrival.

We look forward to welcoming you and your group.

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

please do not hesitate to call us on

tel: +44 (0)1661 881636, fax: +44 (0)1661 881043

www.english-heritage.org.uk/belsayhall



Group Visit Request / Booking Form

Belsay Hall, Castle and Gardens

Belsay, Near Ponteland, Northumberland NE20 0DX. Tel: +44 (0)1661 881636, fax: +44 (0)1661 881043

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
Estimated total visitors							

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 2012 until 28 March 2013 and may vary on events days.**Standard visit:** We offer a 15% discount for groups of 11 or more paying visitors, if one person makes payment for the 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: £7.70 per adult; £6.90 per concession; £4.60 per child.

Group of 11 or more paying visitors (after 15% discount): £6.55 per adult; £5.87 per concession; £3.91 per child.

Guided Tour: Guided Tour of Gardens with Head Gardener.

_____ @ £5.00 per person (plus normal admission)

Please note that price of the tour will be higher at weekends. Tours must be pre-booked. The minimum and maximum size of group is 11 – 25 people.



ENGLISH HERITAGE

Group Visit Request / Booking Form

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

For Office Use	Diary		Client	
	Guide		Retail	
	Catering			
Copy of form sent to: Travel Trade Marketing, 3 rd 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.

2) What prompted your visit?

3) To receive the free English Heritage Groups publication '*Attractions*' you will be added to the Travel Trade mailing list. 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:

Belsay Hall, Castle & Gardens

Belsay, Near Ponteland, Northumberland NE20 0DX

tel: +44 (0)1661 881636, fax: +44 (0)1661 881043

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Group Visits Information

◆ **Opening Times valid until from 1 April 2012 until 28 March 2013:**

01 Apr – 30 Sep	10am – 5pm	Daily
01 Oct – 04 Nov	10am – 4pm	Daily
05 Nov – 17 Feb	10am – 4pm	Sat – Sun
18 Feb – 22 Feb	10am – 4pm	Daily
23 Feb – 28 Mar	10am – 4pm	Sat – Sun
24 – 26 Dec & 1 Jan	Closed	

◆ **Site Location:** 14 Miles North West of Newcastle upon Tyne.

◆ **Coach Parking:** Coach parking spaces on site must be booked.

◆ **Prices & Group Discounts valid from 1 April 2012 until 31 March 2013:** We offer a 15% discount for groups of 11 or more paying visitors, if one person makes payment for the 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: £7.70 per adult; £6.90 per concession; £4.60 per child. Group of 11 or more paying visitors (after 15% discount): £6.55 per adult; £5.87 per concession; £3.91 per child. Carers for visitors with disabilities FREE. English Heritage Members FREE. Prices may vary on event days, please reconfirm with the site.

◆ **Guided Tours:** Guided tours of the gardens are available with the head gardener at a cost of £5.00 per person. The tour lasts for approximately 2 hours and is for groups of 11 – 25 people. Please note that tour must be pre-booked and weekend tours may cost more, please call the site for further details.

◆ **Duration of Visit:** We advise you to allow 2 hours.

◆ **Disabled Access:** Disabled toilet, ramp to tea room and hall. Wheelchairs are available but need to be pre-booked. 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:** To pre-book catering please contact the Tea Room on 01661 881071.

◆ **Facilities:** Shop, tea room, toilets and an exhibition are all on site.

◆ **Restrictions:** No Commercial Photography without prior permission from English Heritage.

◆ **Nearby English Heritage Sites:**

Chesters Roman Fort	Tel: 01434 681379	Housesteads Roman Fort	Tel: 01434 344363
Corbridge Roman Site	Tel: 01434 632349		

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0870 333 1181 Fax: 01793 414926

Textphone: 0800 015 0516 E-mail: customers@english-heritage.org.uk

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