



ENGLISH HERITAGE

Days out worth
talking about.

Group Enquiry

Audley End House and Gardens

Thank you for your interest in organising a group visit to **Audley End House 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 group's arrival.

Please call the site to check availability for you group. We will reconfirm your booking, so please note that until you hear from us, your booking is not confirmed.

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 contact us on
tel: 01799 522842, press 0 for operator or leave message if line is busy
fax: 01799 521276 www.english-heritage.org.uk/audleyend



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Group Visit Request / Booking Form

Audley End House and Gardens

Audley End, Saffron Walden, Essex CB11 4JF tel: 01799 522842, fax: 01799 521276

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 and Departure	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 01 May to 31 March 2009 and may vary on events days.

	<p>Standard visit: 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 on production of their membership cards are admitted free of charge and do not count towards the group numbers.</p> <p>Normal admission prices: House, service wing and grounds: £10.50 per adult; £8.40 per concession; £5.30 per child. Grounds only: £5.50 per adult, £4.40 per concession, £2.80 per child Grounds and Service Wing (winter price only 1 Nov – 31 Mar) £7.50 per adult, £6 per concession, £3.80 per child</p> <p>Group of 11 or more paying visitors: House, service wing and grounds: £8.95 per adult; £7.15 per concession; £4.50 per child Grounds only: £4.70 per adult, £3.75 per concession, £2.40 per child Grounds and Service Wing (winter price only 1 Nov – 31 Mar) £6.40 per adult, £5.10 per concession, £3.25 per child</p>
	Guide books x _____ @ £3.99 ready for collection upon arrival

Please also complete page 2 of the form



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Booking Form Page 2 of 2

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) Would you like to receive the free English Heritage Groups publication 'Attractions'? YES / NO
(please circle as appropriate)

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:

Bookings Department, Audley End House and Gardens

Saffron Walden, Essex CB11 4JF, England

tel: 01799 522842, fax: 01799 521276



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Group Visit Information

◆ Opening Times valid until 31 March 2009 House

21 Mar – 30 Sep Wed – Sun 11am – 5pm (closes 3.30pm Sat)
1 Oct – 31 Oct Wed – Sun, 11am – 4pm
1 Nov – 31 Mar House closed except for special events

Last entry 1 hr before closing

Gardens and Service Wing

Please note the Service Wing does not open until 1 May 2008

21 Mar - 30 Sep Wed - Sun 10am – 6pm
1 Oct – 31 Oct Wed - Sun 10am – 5pm
1 Nov – 23 Dec Wed - Sun 10am – 4pm
24 Dec – 31 Jan Closed
1 Feb – 29 Feb Wed – Sun 10am – 4pm
1 Mar – 31 Mar Wed - Sun 10am – 5pm

Last entry to the grounds 1 hr before closing

◆ Site Location

1 mile west of Saffron Walden. Audley End station 1 mile. No direct buses to the site

◆ Coach Parking:

Space for four coaches. Coaches must be pre booked. If you intend to use a minibus please advise us if you believe the minibus to be over 9 feet high, as the vehicle will require special parking that must be pre booked.

◆ Prices & Group Discounts valid until 31 March 2009

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 prices:

House, service wing and grounds: £10.50 per adult; £8.40 per concession; £5.30 per child.

Grounds only: £5.50 per adult, £4.40 per concession, £2.80 per child

Grounds and Service Wing (winter price only 1 Nov – 31 Mar) £7.50 per adult, £6 per concession, £3.80 per child

Group of 11 or more paying visitors:

House, service wing and grounds: £8.95 per adult; £7.15 per concession; £4.50 per child

Grounds only: £4.70 per adult, £3.75 per concession, £2.40 per child

Grounds and Service Wing (winter price only 1 Nov – 31 Mar) £6.40 per adult, £5.10 per concession, £3.25 per child

Carers for visitors with disabilities FREE. English Heritage Members FREE.

Prices may vary on events days, please ring to check.



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◆ **Guided Tours**

Guided tours operate 21 Mar – 30 Apr (except Easter), 1 May – 29 Jul weekdays (except Bank Holidays), and 1 Sep – 31 Oct. At all other times when the house is open, free flow will be in operation and guided tours will not be available, however there will be a Room Steward in every room to answer your questions.

Guided tours run at regular intervals and last for one hour. All groups should reserve their tour times at the time of booking to avoid disappointment. The guided tour is included in the admission price.

◆ **Guide Books**

Available in English at a cost of £3.99. Pre-order to ensure that your guidebooks are ready and pre-packed for your arrival.

◆ **Duration of Visit**

We advise you to allow 3 ½ hours

◆ **Disabled Access**

There is a disabled toilet and a disabled car park. Wheelchairs and electric buggies are available for hire, free of charge and should be pre booked. Please note that the visitor route of the house is mainly on the first floor. There is no lift available. The tea room is divided into two areas, one of which is a seating area only and is accessible with wheelchairs. However the food counter is in the second half of the tea room and is down two steps and is not accessible to wheelchairs. 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**

We have a tea room that caters for 90 people at one time and provides light refreshments. There are generally two hot meal choices available, however in July and August salads and jacket potato meals are served instead. There is no alcohol licence. The coach driver qualifies for a complimentary drink from the tea rooms and 20% discount off all other purchases. If you have any further questions regarding catering, please contact the tea room on 01799 520620 during house opening hours only. Picnics are welcome anywhere in the grounds.

◆ **Hospitality**

Audley End House and Gardens is available for corporate and private events and makes a stunning back drop for weddings, drinks receptions and elegant dinners. An approved list of caterers and other suppliers is available together with the professional and personal attention of the on-site Hospitality Team. For further information please contact Hospitality on 01799 529403.

◆ **Special Events**

Audley End House and Gardens has a variety of special events each year which have included garden and craft shows and Christmas events. Please ask for the current programme if you would like to tie in your visit with a special event. Please note that there may be a supplementary charge for larger events.

◆ **Restrictions**

Before entering the house please leave all large bags in your vehicle or coach. No smoking or photography is allowed in the house.

◆ **Nearby English Heritage Sites**

Tilbury Fort tel: 01375 858489; Castle Acre Priory tel: 01760 755394; Wrest Park tel: 01525 860152

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

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