



ENGLISH HERITAGE

Days out worth
talking about.

Group Enquiry

Eltham Palace and Gardens

Thank you for your interest in organising a group visit to **Eltham Palace 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.

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: +44 (0)20 8294 2548, fax: +44(0)20 8294 2621

www.english-heritage.org.uk/elthampalaceandgardens



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Group Visit Request / Booking Form

Eltham Palace and Gardens

Court Yard, off Court Road, Eltham, London SE9 5QE tel: +44(0)20 8294 2548, fax: +44(0)20 8294 2621

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.

	<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 are admitted free of charge and do not count towards the group numbers.</p> <p>House & Gardens: Normal admission price: £8.30 per adult; £7.10 per concession; £4.20 per child. Group of 11 or more paying visitors: £7.06 per adult; £6.04 per concession; £3.57 per child.</p> <p>Gardens Only: Normal admission price: £5.30 per adult; £4.50 per concession; £2.70 per child. Group of 11 or more paying visitors: £4.51 per adult; £3.83 per concession; £2.30 per child.</p> <p>Guide books x _____ @ £3.99 ready for collection upon arrival</p>
	<p>Guided Tour: Please state how many Tour Guides you require and what time you want the tour to start..</p> <p>House Tour: £50.00 per group. Tour last about 1 ½ hours. Maximum of 25 visitors per Tour Guide.</p> <p>Garden Tour: £10.00 per group. Tour lasts about 1 ½ hours. Maximum of 25 visitors per Tour Guide.</p>



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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 _____

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:

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Group Visits Information

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

1 Apr – 1 Nov	10am-5pm	Sun-Wed
2 Nov – 20 Dec	11am-4pm	Sun-Wed
21 Dec – 31 Jan	Closed	
1 Feb – 31 Mar	11am-4pm	Sun-Wed

- ◆ **Site Location:** Located $\frac{3}{4}$ mile north of the A20, off Court Road in London SE9. $\frac{1}{2}$ mile from Eltham train station with trains to and from Central London every half hour. Also $\frac{1}{2}$ mile from Mottingham train station.

- ◆ **Coach Parking:** There is coach parking available on site.

- ◆ **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.

House & Gardens:

Normal admission price: £8.30 per adult; £7.10 per concession; £4.20 per child

Group of 11 or more paying visitors: £7.06 per adult; £6.04 per concession; £3.57 per child.

Gardens Only:

Normal admission price: £5.30 per adult; £4.50 per concession; £2.70 per child

Group of 11 or more paying visitors: £4.51 per adult; £3.83 per concession; £2.30 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:**

House Tour: £50.00 per group. Tour last about 1 $\frac{1}{2}$ hours. Maximum of 25 visitors per Tour Guide.

Garden Tour: £10.00 per group. Tour lasts about 1 $\frac{1}{2}$ hours. Maximum of 25 visitors per Tour Guide.

Audio Guides are provided free of charge but are subject to availability.

- ◆ **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 at least 2 hours for your visit.

- ◆ **Disabled Access:** There is a disabled toilet, a lift and a disabled car park. Wheelchair access is provided in the house and grounds. Limited number of large print guides and wheelchairs are available to borrow during your visit. 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:** Eltham Palace and Gardens tearoom provides a range of refreshments but as space is limited we cannot take reservations. Please deal directly with the tearoom on 020 8859 2340 for any queries relating to the menu or method of payment. (Please note credit cards are not accepted). Picnics are welcome in the grounds.

- ◆ **Facilities:** There is a shop on site selling an interesting range of art deco products, plants in seasons and a range of gifts, toilets and coach parking.



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- ◆ **Hospitality:** Eltham Palace and Gardens is available to hire for corporate and private events from 10 to 200 people and makes a stunning backdrop for weddings, dinner-dances, meetings or conferences. The landscaped gardens and terrace are available for drinks receptions and may also be used for outdoor activities such as archery, falconry and croquet. Tours of the palace can also be arranged as part of your event. 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 the Hospitality Team on 020 8294 2577 or visit our website www.english-heritage.org.uk/hospitality
- ◆ **Restrictions:** No Smoking is permitted in or around Eltham Palace and Gardens. No Photography is allowed.
- ◆ **Nearby English Heritage Sites:**

The Wemher Collection at Ranger's House	Tel: 020 8853 0035
The Home of Charles Darwin, Down House	Tel: 01689 859119
Danson House (Run by Bexley Castle)	Tel: 020 8303 6699

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