



ENGLISH HERITAGE

*Days out worth
talking about.*

Group Enquiry

Orford Castle

Thank you for your interest in organising a group visit to **Orford Castle**.

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)394 450472

www.english-heritage.org.uk/orfordcastle



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Group Visit Request / Booking Form

Orford Castle

Orford, Woodbridge, Suffolk IP12 2ND tel: +44(0)1394 450472

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>Normal admission price: £5.00 per adult; £4.30 per concession; £2.50 per child. Group of 11 or more paying visitors: £4.25 per adult; £3.66 per concession; £2.12 per child.</p>
	Guide books x _____ @ £2.99 ready for collection upon arrival.
	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			

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:

Orford Castle

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Group Visits Information

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

1 Apr – 30 Jun	10am – 5pm	Daily
1 Jul – 31 Aug	10am – 6pm	Daily
1 – 30 Sep	10am – 5pm	Daily
1 Oct – 31 Mar	10am – 4pm	Thu – Mon
24 – 26 Dec & 1 Jan	Closed	

- ◆ **Site Location:** Sign posted off the A12. Orford is situated off the B1084 via the B1078, or from Woodbridge on B1084 via the A1152.

- ◆ **Coach Parking:** There is no dedicated coach parking on site but coaches can drop off and pick up in the village square which is about 100 metres from the castle. Coaches can then park in the quay car park.

- ◆ **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: £5.00 per adult; £4.30 per concession; £2.50 per child.

Group of 11 or more paying visitors: £4.25 per adult; £3.66 per concession; £2.12 per child.

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

- ◆ **Guided Tours:** Audio guides are available free of charge but are subject to availability.

- ◆ **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 hour for your visit. You may wish to extend your visit if you want to visit the picturesque village or take a boat trip to the Ness.

- ◆ **Disabled Access:** There is no access for wheelchair users, please contact the site for further details. 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:** There are currently only refreshments available on site but there are picnic tables available outside the castle.

- ◆ **Restrictions:** **No Dogs** are allowed on site only if on a lead. **No Smoking** is allowed on site.

- ◆ **Nearby English Heritage Sites:**

Framlingham Castle Tel: 01728 724189

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