



ENGLISH HERITAGE
*Days out worth
talking about.*

Group Enquiry

Richborough Roman Fort

Thank you for your interest in organising a group visit to **Richborough Roman Fort**.

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 & fax: +44 (0)1304 612013

www.english-heritage.org.uk/richborough



ENGLISH HERITAGE

Days out worth talking about.

Group Visit Request / Booking Form

Richborough Roman Fort

Richborough, Sandwich, Kent CT13 9JW tel & fax: +44(0)1304 612013

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"/>	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. Normal admission price: £4.30 per adult; £3.70 per concession; £2.20 per child. Group of 11 or more paying visitors: £3.66 per adult; £3.15 per concession; £1.87 per child.
<input type="checkbox"/>	Guide books x _____ @ £2.99 ready for collection upon arrival.
<input type="checkbox"/>	The Archaeology & History of Richborough Roman Fort Tour x _____ @ £2.50 per person.
<input type="checkbox"/>	Richborough Roman Amphitheatre (with optional river walk) x _____ @ £2.50 per person.
<input type="checkbox"/>	Audio guide 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:****Richborough Roman Fort****Richborough, Sandwich, Kent CT13 9JW, tel & fax: +44 (0)1304 612013****www.english-heritage.org.uk/richborough**



ENGLISH HERITAGE

Days out worth
talking about.

Group Visit Request / Booking Form

Group Visits Information

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

1 Apr – 30 Sep	10am – 6pm	Daily
1 Oct – 31 Mar	Closed	

Please note that the Amphitheatre is open at any reasonable time and is accessed across grazed land from a footpath please call the site for more details.

- ◆ **Site Location:** At the A256/A257 roundabout take the road for Sandwich and then turn left at the fire station. Nearest train station 2 miles (Sandwich).
- ◆ **Coach Parking:** The on site car park has room for 1 coach to 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: £4.30 per adult; £3.70 per concession; £2.20 per child.

Group of 11 or more paying visitors: £3.66 per adult; £3.15 per concession; £1.87 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:** The Archaeology & History of Richborough Roman Fort Tour and the Richborough Roman Amphitheatre (with optional river walk) tours both cost £2.50 per person. Guided tours by must be booked at least 4 weeks in advance. Audio guides are available free of charge but are subject to availability.
- ◆ **Guide Books:** Available in English 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.
- ◆ **Disabled Access:** Disabled parking is 100 metres from the site entrance on a loose gravel surface. Disabled drivers can drive to the museum building and the gates will be opened by site staff but please phone before arrival. The fort and grounds are accessible via uneven ground, steps and banks. For visually impaired visitors the exhibition has objects which can be handled. The audio tour is available with a hearing loop for hearing impaired visitors. There is an accessible toilet available on site but please note it is closed during the winter. 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:** Tea, coffee, soft drinks, snacks and ice creams can all be purchased on site. Picnic tables are available in the grounds.
- ◆ **Facilities:** Shop and toilets (wheelchair accessible) on site. There is also a museum on site.
- ◆ **Restrictions:** Dogs are allowed on site only if on a lead and only in restricted areas. **No Smoking** in the museum or shop. **No Photography** in the museum.



ENGLISH HERITAGE

*Days out worth
talking about.*

Group Visit Request / Booking Form

◆ **Nearby English Heritage Sites:**

Dover Castle	Tel: 01304 211067
Deal Castle	Tel: 01304 372762
Walmer Castle	Tel: 01304 364288
St Augustine's Abbey	Tel: 01227 767345

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

please do not hesitate to contact us on:

tel & fax: +44 (0)1304 612013

www.english-heritage.org.uk/richborough