



ENGLISH HERITAGE

Days out worth
talking about.

Group Enquiry

Richmond Castle

Thank you for your interest in organising a group visit to **Richmond 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)1478 822493

www.english-heritage.org.uk/richmondcastle



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Group Visit Request / Booking Form

Richmond Castle

Tower Street, Richmond, North Yorkshire DL10 4QW tel: +44(0)1748 822493

**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: £4.00 per adult; £3.40 per concession; £2.00 per child. Group of 11 or more paying visitors: £3.40 per adult; £2.89 per concession; £1.70 per child.</p>
	Guide books x _____ @ £2.99 ready for collection upon arrival.
	Guided tour: 'Tales from the staff' x _____. Free of charge but must be pre-booked.

Please also complete page 2



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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 _____

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:
Richmond Castle**

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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	10am – 4pm	Thu – Mon
24 – 26 Dec & 1 Jan	Closed	

◆ **Site Location:** In Richmond town centre.

◆ **Coach Parking:** There is no coach parking on site but there is a drop off point in Richmond Market Square. Then coaches can park in the long stay 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: £4.00 per adult; £3.40 per concession; £2.00 per child.

Group of 11 or more paying visitors: £3.40 per adult; £2.89 per concession; £1.70 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 'tales from the staff' tour is free of charge but it must be pre-booked.

◆ **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.

◆ **Disabled Access:** Parking is in the market square, approximately 40 metres from the castle entrance. There are marked bays and a drop off point outside the entrance to the castle visitor centre. First floor access to the visitor centre and exhibition is by stair lift and there is a wheelchair available for the exhibition. Access to the main part of the castle is over mown grass and there is some gravel around the base of the keep. Access to the keep and cockpit is by original steps only. There is a wheelchair available for the site. There is an accessible toilet in the visitor centre and the shop has level access. 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:** Soft drinks and ice creams can be purchased on site. Picnics are welcome in the grounds.

◆ **Facilities:** Exhibition, visitor centre, shop and toilets all on site and accessible.

◆ **Restrictions:** Dogs are allowed on site only if on a lead and in the grounds only. **No Smoking** is allowed on site.

◆ **Nearby English Heritage Sites:**

Middleham Castle Tel: 01969 623899

Mount Grace Priory Tel: 01609 883494

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