



ENGLISH HERITAGE

Days out worth
talking about.

Group Enquiry

Apsley House & Wellington Arch

Thank you for your interest in organising a group visit to **Apsley House & Wellington Arch**.

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 Wellington Arch on:
tel: +44 (0)20 7930 2726, fax: +44 (0)20 7925 1019



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Group Visit Request / Booking Form

Wellington Arch

Hyde Park Comer, London W1J 7JZ tel: +44(0)20 7930 2726, fax: +44(0)20 7925 1019

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>Wellington Arch: Normal admission price: £3.50 per adult; £3.00 per concession; £1.80 per child. Group of 11 or more paying visitors: £2.98 per adult; £2.55 per concession; £1.53 per child.</p> <p>Apsley House: Normal admission price: £5.70 per adult; £4.80 per concession; £2.90 per child. Group of 11 or more paying visitors: £4.85 per adult; £4.08 per concession; £2.47 per child.</p> <p>Joint Ticket to Apsley house & Wellington Arch: Normal admission price: £7.00 per adult; £6.00 per concession; £3.50 per child. Group of 11 or more paying visitors: £5.95 per adult; £5.10 per concession; £2.98 per child.</p>
	<p>Guided Tours:</p> <p>Apsley House or Wellington Arch Only: Admission Price plus £2.50 per person.</p> <p>Wellington Arch Only Plus Refreshments: £7.00 per adult; £6.00 per concession; £5.00 per English Heritage Member.</p> <p>Joint Tour of Apsley House & Wellington Arch Plus Refreshments: £12.00 per adult; £10.00 per concession; £7.00 per English Heritage Member.</p>
	<p>Apsley House Guide Books x _____ @ £3.99 ready for collection upon arrival.</p> <p>Wellington Arch Guide Books x _____ @ £2.99 ready for collection upon arrival.</p>



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:
Wellington Arch**

Hyde Park Corner, London W1J 7JZ, tel: +44 (0)20 7930 2726, fax: +44 (0)20 7925 1019



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Group Visits Information

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

Apsley House

1 Apr – 1 Nov	11am – 5pm	Wed – Sun & Bank Hols
2 Nov – 31 Mar	11am – 4pm	Wed – Sun
24 – 26 Dec & 1 Jan	Closed	

Wellington Arch

1 Apr – 1 Nov	10am – 5pm	Wed – Sun & Bank Hols
2 Nov – 31 Mar	10am – 4pm	Wed – Sun
24 – 26 Dec & 1 Jan	Closed	

Last Admission ½ hour before closing.

Please Note: Site may close at short notice; please phone in advance for details.

- ◆ **Site Location:** Hyde Park Corner. Wellington Arch on Hyde Park Corner roundabout and Apsley House is adjacent. Hyde Park Corner tube station is Next to Apsley House and Victoria train station is about a 15 minute walk.

- ◆ **Coach Parking:** there is no coach parking on site. Coaches can drop off and pick up in Park Lane for Apsley House. For Wellington Arch coaches can drop off and pick up on the central island.

- ◆ **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.

Wellington Arch: Normal admission price: £3.50 per adult; £3.00 per concession; £1.80 per child.
Group of 11 or more paying visitors: £2.98 per adult; £2.55 per concession; £1.53 per child.

Apsley House: Normal admission price: £5.70 per adult; £4.80 per concession; £2.90 per child.
Group of 11 or more paying visitors: £4.85 per adult; £4.08 per concession; £2.47 per child.

Joint Ticket to Apsley house & Wellington Arch: Normal admission price: £7.00 per adult; £6.00 per concession; £3.50 per child.
Group of 11 or more paying visitors: £5.95 per adult; £5.10 per concession; £2.98 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:**

Apsley House or Wellington Arch Only: Admission Price plus £2.50 per person.

Wellington Arch Only Plus Refreshments: £7.00 per adult; £6.00 per concession; £5.00 per English Heritage Member.

Joint Tour of Apsley House & Wellington Arch Plus Refreshments: £12.00 per adult; £10.00 per concession; £7.00 per English Heritage Member.



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- ◆ **Guide Books:** Available at a cost of £3.99 (Apsley House) and £2.99 (Wellington Arch). Pre-order to ensure that your guidebooks are ready and pre-packed for your arrival.
- ◆ **Duration of Visit:** We advise you to allow 1 ½ hours for your visit to Apsley House and 1 hour for your visit to Wellington Arch.
- ◆ **Disabled Access:** Wheelchair access to Apsley House is limited. There are 7 steps to the entrance and 8 steps which must be descended in order to reach the lift. Disabled car parking is available but must be booked in advance. Please ring 020 7499 5676 for more information. There is full disabled access to Wellington Arch. 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 no catering facilities at Apsley House. At Wellington Arch there are light refreshments available if you do one of the Guided Tours. If you require a hot sit down meal Hospitality Line can accommodate you off site. Hospitality Line specialises in group meal bookings throughout London, the UK, Ireland and Europe. - pubs, restaurants, country inns and hotels - from student meals to fine dining. Not just for groups but also unique individual packages including pub passports and restaurant vouchers. Experienced staff offers the highest level of attention to each enquiry, meeting the requests and budgets required. A dedicated staff member will work with you from initiation to fulfilment, ensuring a highly successful meal booking meeting all your expectations. For all enquiries please contact the reservations team; tel: 020 8289 9595, fax: 020 8289 9696, e-mail: sales@hospitalityline.co.uk or visit www.hospitalityline.co.uk
- ◆ **Facilities:**
Apsley House: Shop; Toilets; Seating area; Children's activity packs; Audio Guides. Please note that we cannot guarantee audio guides for groups of 11 or more.
Wellington Arch: Shop; Toilets; Refreshments.
- ◆ **Hospitality:** It is possible to have an out-of-hours evening tour with a glass of wine at Apsley House with the option of further corporate entertaining at the Wellington Arch. Please phone 020 7973 3292 for more details.
- ◆ **Special Events:** Apsley House and Wellington Arch have a variety of special events each year which has included historic walks of London and Waterloo Weekend. 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:** Photography and the use of mobile phones are not allowed in Apsley House. Wellington Arch has no restrictions.
- ◆ **Nearby English Heritage Sites:**
Jewel Tower Tel: 020 7222 2219

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

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