

Windermere Steamboat Museum Group Booking Form 2012

To book a Behind the Scenes visit to the **Windermere Steamboat Museum** please first contact us to check whether your preferred date(s) are available, then fill in this form and return it to the address below. Group visits are available from April to October 2012.

Contact/Group Details

Title _____ Forename _____ Surname _____

Society / Organisation _____

Address _____

_____ Post code _____

Telephone number _____ Fax number _____

Email address _____

Mobile telephone number where contact can be made with the coach on the day of your visit _____

Visit Details

Group Admission with Gift Aid £7.70 (per person) Group Admission £7.00 (per person)

We will be visiting on - - arriving at departing at

Number in Group (excluding organiser) _____ (Minimum 20 people)

Do you require a coach parking place? **Y / N** (Reserved on receipt of your deposit)

Are there any wheelchair users in the group? **Y / N**

Where are you travelling from? _____

Where are you going on to? _____

Project Updates

If you would like to be kept up to date with progress on the project via email, please include your email address above and tick here

Payment & Deposit

Unless most of the group is coming as a Gift Aid Visit, a deposit covering the admission cost of 10 people is required with this form to secure your booking, which will be deducted from your total payment. Cheques should be made payable to the **Lakeland Arts Trust**. A confirmation letter will be sent on receipt of the booking form and deposit (if applicable).

Please read the information below and sign the declaration

- Full payment must be made on arrival (unless an invoice is agreed at the time of booking).
- Please let us know as soon as possible if there are any changes to your booking i.e. number of people.
- The group booking coordinator must be informed of a drop in numbers the day before the visit, otherwise all booked catering must be paid for on the day.
- If you cancel your booking the deposit is non-refundable, but will be held should you wish to book another date during the same calendar year.

Declaration

- I have enclosed a deposit which I understand will be forfeited if the group visit is cancelled (if applicable).
- I agree to pay the total remaining balance on arrival (unless an invoice is agreed at the time of booking).

Signature of organiser _____ Date _____