



## **Guided Tour Booking Form 2020**

Please read the Information Sheet "How to Book a Guided Walking Tour" before completing this form.

### **Your contact details:**

**Organiser:**

**Organisation:**

**Address:**

**Tel :**                      **Email:**

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### **Tour details**

**Date:**            **Day:**            **Time:**

**Name of group:**

**Tour leader:**                      **Contact number:**

**Start point:**

**Duration:**

**Number in group:**

**Number of guides needed:**

*\*please note one guide can take a maximum of 25*

**Description of group: (e.g. schoolchildren, students, elderly, interests):**

**Foreign language requirement (if any):**

**Tour content:**                      **Cathedral: YES/NO**  
   **Great Hall: YES/NO**

**If you book a standard tour of 1 ½ hrs, there is only time to visit either the Cathedral or the Great Hall.**

Please specify any special needs (e.g. limited mobility):

### **Cathedral Admission:**

The Cathedral does charge an entry fee, which is payable direct to the cathedral, either in advance (see below) or on the day.

*To pay the cost of Cathedral entry in advance, please send a cheque (payable to 'The Winchester Chapter' to the Cathedral Office, 9 The Close, Winchester, SO23 9LS. For additional information, please contact [visits@winchester-cathedral.org.uk](mailto:visits@winchester-cathedral.org.uk) or phone 01962 857 200*

### **Great Hall Admission:**

The Great Hall charges an entry fee. This is payable direct to the Great Hall, either in advance or on the day.

To pay in advance, please send a cheque (payable to 'Hampshire County Council') to The Great Hall, Castle Avenue, Winchester, SO23 8UJ indicating the date of the tour and name of the group. For more information email: [the.great.hall@hants.gov.uk](mailto:the.great.hall@hants.gov.uk) or telephone +44 (0)1962 846476/847782.

### **Cancellations**

Please inform the named guide below of a cancellation as soon as possible. A cancellation charge of 50% of the cost of the guided tour is charged if the tour is cancelled 5-3 days before the tour. The full cost of the tour is payable if the tour is cancelled less than 3 days before the tour. If the group arrives after the agreed finishing time on the day of the tour, this counts as a cancellation and the full fee will be payable.

### **Late Arrivals**

Please phone the guide on the mobile number given below **as soon as you know that you are delayed**. As long as they have heard from you, the guide will wait up to 30 minutes from the booked start time. After this the tour will be shortened accordingly. No tour will be possible if you arrive after the original finishing time. In either case, the full cost will still be payable.

### **Coach parking facilities**

Coaches may drop off/pick up the group in the Broadway (by King Alfred's Statue alongside St. John's House. Coaches must then go to the Coach Park in Worthy Lane. The current fee is £7 (July 2018).

There is an additional coach drop off/pick up point in Sussex Street to the west of the City Centre. For more information see: <http://www.visitwinchester.co.uk>

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Name of person confirming booking details:

Date:

Please return completed form to *Winchester Tourist Information Centre*  
*The Guildhall Broadway, High Street, Winchester, Hampshire SO23 9GH*  
Tel: + 44 (0) 1962 840 500  
Email: [tourism@winchester.gov.uk](mailto:tourism@winchester.gov.uk)

*Where did you hear about our services, e.g. TIC, guide website, other*

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### **Confirmation of guided tour booking:**

Name of guide(s)

Mobile phone number of guide (for use on day of tour)

Cost of tour per guide:

Late booking fee (if applicable)

Other bookings made (e.g. cathedral, Great Hall):

The cost of the tour is payable in £ sterling direct to each guide on the day, either in cash or by cheque payable to the individual guides. BACS payments can also be taken by prior arrangement with the guide.

Date: