

# Group Visit Booking Form

TEMPLE  
NEWSAM

<b>Name of Group</b>		<b>Date of Visit</b>	
<b>Contact Name</b>			
<b>Contact Number</b>			
<b>Email</b>			
<b>Number in group</b>			
<b>Arrival Time*</b>			
<b>Departure Time*</b>			

\* House opening times are 10:30am – 5pm

<b>Bronze Package</b>	£10pp	Admission to Temple Newsam House	
<b>Silver Package</b>	£13.50pp	Admission to Temple Newsam House + guided tour of your choice*	
<b>Gold Package</b>	£20pp	Admission to Temple Newsam House + guided tour of your choice* + cream tea	

<b>Tea, coffee, and biscuits on arrival</b>	£2.50pp	
<b>Add an additional tour to your booking*</b>	£3.50pp	

\* Please let us know which tour you'd like to book with initials: Historic House Tour (HHT) or Hidden Temple Newsam Tour (HTNT). Tours are at 11am and 2pm. Please advise if you would like a tour outside of these times.

<b>Would you like to add group catering to your booking?</b>	
<b>If you know which catering option you would like please indicate here</b> See details of options on the Group Visit Catering page.	
<b>Please advise if you would prefer to dine in the House* or Tea Rooms</b> *House availability is limited and must be confirmed by Temple Newsam. House dining available in Dining Room and Still Room.	

Please send this form to [Temple.Newsam.House@leeds.gov.uk](mailto:Temple.Newsam.House@leeds.gov.uk)  
Or post to Groups Temple Newsam House, Temple Newsam Lane, Leeds, LS15 0AE

# Group Visit Terms & Conditions

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## Payment

- A non-refundable deposit of 20% is required 28 days before your visit to secure the booking.
- Cheques payable to Leeds City Council.
- Pay remainder on the day with cash, credit card or cheque.

## Admission

- All group visits, tours, and catering must be pre-booked and confirmed by the House team to guarantee entry to the House at the group rate for parties of 12 or more guests.
- The standard admission rate will apply if numbers drop below 12.
- Coach drivers receive free admission and a voucher to use in our Courtyard Café.
- Please note that group visits cannot be accommodated on event days.
- Groups visiting from outside the UK must pay admission in full no later than 2 weeks prior to the visit date.
- Group organisers may visit Temple Newsam prior to the booked group visit.
- Please contact [temple.newsam.house@leeds.gov.uk](mailto:temple.newsam.house@leeds.gov.uk) in advance should you wish to undertake a pre-visit.

## Tours

- Tour times are 11am and 2pm.
- Guided tours can be arranged for groups of any size. Minimum charges apply.
- Larger groups will be subdivided into small groups and may be asked to stagger their tour times.
- Please be aware that groups are not permitted to conduct their own tours around the House and will need to book accordingly or visit the House on a self-guided basis.
- A group organiser may translate the tour led by the Temple Newsam tour guide or lead a tour accompanied by a Temple Newsam guide, who will be on hand to assist.
- Booking forms must be received no less than 2 weeks prior to the visit date to guarantee a guided tour. Where tours are booked, any significant change in numbers cannot be made any later than two weeks prior to the visit date. Once final numbers are confirmed for the tour, this will be the number charged for.

## Catering

- Group catering is available for 15 people or more.
- Groups must specify where they would like to dine. House availability is limited and pre-booking is essential.
- Unless we receive notification of any reduction in catering numbers two weeks prior to your visit, we must charge for the number originally booked.
- All menu elements may contain traces of nuts and other allergens.
- Dietary requirements must be disclosed no less than two weeks in advance.
- The coach driver will receive a £10 voucher to redeem in the courtyard Tea Rooms. This is non transferrable and please note that change cannot be given.
- Group bookings cannot be guaranteed on weekends, bank holidays or event days. Please enquire for more information.
- We reserve the right to alter prices and services offered. All information is correct at the time of print.

## Bookings are non-refundable.

Temple Newsam reserves the right to alter dates, times of opening, prices and services offered without prior notice. All information is correct at the time of going to print. As part of our service to you we will hold your name and address on our database to fulfil your group visit and to contact you with information about Temple Newsam. For a copy of our privacy notice please go to: [www.leeds.gov.uk/privacy-and-data/privacy-notice](http://www.leeds.gov.uk/privacy-and-data/privacy-notice)