

Date of visit _____ Arrival time _____ Departure time _____

Contact details

Name of group _____ Contact name _____

Address _____

Tel: _____ Mobile _____

E-mail address _____

Tours (11am or 2pm tours last 45 minutes to 1 hour)

- An introduction to the House tour **Yes** **No** **Time.....**
- Hidden Temple Newsam tour (Cellar Tour) **Yes** **No** **Time.....**

Charges	Number	Total price
Adult House Admission @ £9.00 p/head		
Adult House & Farm Admission @ £11.90 p/head		
Tours @ £3.50 p/head		
Curatorial Talk, can be arranged at an additional cost but are only available Tues – Fri, please call to discuss availability		
Tea & Coffee & Biscuits @ £2.50 p/head		
	TOTAL	

Any additional requests? _____

Coach Pass – **Yes** **No**

Car Park Pass – **Yes** **No**

Mobility scooter – **Yes** **No**

Signed.....

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 on the day with cash, credit card or cheque

Terms and condition

FINAL NUMBERS – We require confirmation of final numbers one week prior to the event. This number or the actual number served, whichever is greater will be charged to the account.

CANCELLATION- Under normal circumstances the following scale of charges will be made. These calculations take into account losses due to declining other bookings at the time of your original booking. Our calculations would include any goods and services ordered for your event.

- One week prior to the event - 30% of gross event income
- Four days and under - 50% of gross event income

Please return to : Group Bookings, Temple Newsam House, Leeds LS15 OAE