**Booking form**

Thank you for your booking. Please see below for the details of your booking

 **Client Details**

|  |  |
| --- | --- |
| **Group Name:**  | **Client name:**  |
| **Telephone number:**   | **Address:**  |
| **Email address:**  |

 **Visit Details.**

|  |  |
| --- | --- |
| **Date of visit:**  | **Number of guests:**  |
| **Time of arrival to Leicester:**  | **Time of departure from Leicester:**  |
| **Are you arriving to Leicester by coach?**  | **Coach parking required:** **Y/N**Coach parking confirmed (Staff to update)Y/N**Meet and greet at Southgates drop off point required? Y/N** |
| **Any additional packages?**  | **Room layout:**  |
| **Costings:**  |
| **Payment method (please check) :** Pay in Advance / Pay on Arrival / Invoice\***\*Please note for the invoice option – you must be registered on Companies House, and provide your company registration number:****Your address provided above, must match this registration.** |
| **Any additional information?** **(Time of meet and greet, any special needs or requirements, etc.)**    |

I can confirm that my booking details are correct, and I have read the terms and conditions.

Signed: Date:

Printed name:

**Terms and Conditions**

* Please ensure that all the details on your booking confirmation form are correct. Any amendments to your booking after it has been confirmed are subject to availability.
* If you would like to cancel your booking, we require a minimum of one weeks’ notice. Failure to do so will result in a cancellation fee. Please see below for cancellation fees:
	+ Less than 1 weeks’ notice of cancellation = 50% of total cost
	+ Less than 24hrs notice of cancellation = 100% of total cost
* Your booking is not confirmed until you have completed and returned the booking form to us. If you wish to cancel your provisional booking, please let us know as soon as possible so that we can make the space available. We reserve the right to cancel any bookings which remain unconfirmed for longer than three weeks.
* Please notify us of any special needs or requirements within the group. Failure to provide this information may lead to us being unable to accommodate your group on the day.
* Please arrive on time for your visit. Late arrival may result in your group being allocated a new time slot. Please be aware that this may result in your group having a shorter visit.
* The number of visitors can be amended up until the date of your visit. However, if numbers change significantly from the time of booking, please inform us as soon as possible.
* Please ensure that all members of your group are informed to respect other visitors, the Visitor Centre and the staff. We reserve the right to ask visitors to leave if their behaviour is disruptive.
* Whilst we do have staff trained in first aid on site, we recommend that you bring your own first aider/s and first aid kit with you during your visit.
* Please let us know which method of payment you would prefer. We accept the following options:

o Pre-paying via credit/debit card, cheque or bankers draft.

o Payment on arrival via credit/debit card or cheque. If paying via cheque on the day we recommend that the signatory comes on the visit and the cheque is left blank until the total amount has been confirmed by the Admissions team. Cheques are to be made payable to Leicester City Council.

o Invoice after the visit (only applicable to companies with a UK address).