



National
Trust

Ham House Group Enquiry Form 2019

Address: Ham House and Garden, Ham Street, Richmond-upon Thames, TW10 7RS

Telephone: 020 8439 8247 or 020 8940 1950

Email: HamGroupBookings@nationaltrust.org.uk

To help us make your visit enjoyable, please fill out this form with as much detail as possible.
Bookings cannot be completed unless sufficient information is provided.

Date of visit:	
Group/Company name:	
Name of Group contact:	
Group contact details:	<u>Address:</u>
	<u>Telephone:</u>
	<u>Email:</u>
Mobile telephone number of group leader during visit:	

Important information about your group visit:	Opening Times: Garden, Shop, and Café: 10am-5pm House: 12-4pm (Between 15 th March and 3 rd November) <i>Please be aware, last entry is half an hour before closing.</i> Private guided tours available: House Tours (Mondays, Wednesdays and Fridays outside school holidays) Garden Tours (Monday – Friday) Payment: All entry fees are payable on the day . We accept: Card, cash, or cheque made payable to 'National Trust'. <i>Please note that we can no longer raise invoices for payment unless you are a registered National Trust business account holder.</i> Free entry for National Trust Members. For group bookings of 15 and over , a discounted House and Garden ticket is available at £9.70pp for non-members when paid in a single transaction. Parking: We welcome coaches but cannot offer coach parking on site. Drop off only at the entrance to Ham House.
	Number of coaches or minibuses:

Estimated Arrival and Departure Times:	<u>Arrival:</u>	<u>Departure:</u>
Total number of visitors:	<u>National Trust members:</u>	<u>Non National Trust members:</u>
Number of wheelchair users:		
Do you wish to reserve a wheelchair or mobility scooter for your visit?		
Catering:	<p><u>The Orangery Cafe</u></p> <p>Please be aware that groups with over 20 people must book catering in advance of their visit. Failure to do so may lead to our team being unable to accommodate you.</p> <p>Please also be aware that hot lunch is served between 12pm & 2pm only.</p> <p><u>Please see our group menu and Catering Booking Form below.</u></p>	
Private House Tours: (at least 1 months' notice required)	Tour Times: Mondays, Wednesdays and Fridays outside school holidays 11am only	
	Capacity: Minimum – 20 Maximum – 40	
	Tour lasts approximately 1 hour.	
	Please let us know if your group is non-English speaking as your own tour guide will need to act as interpreter and the tour may well take longer.	
	Tours cost £8.00 per person plus normal admission for non-members.	
	We operate strictly one tour per week for conservation reasons and therefore have limited availability for tours. If you would like to enquire about our availability for a guided house tour please indicate below:	
	Yes	No

Private Garden Tours: (at least 1 months' notice is required)	Tour Times: Monday – Friday 2pm only			
	Capacity: Minimum – 20 Maximum – 40			
Tour lasts approximately 30 minutes.				
Please let us know if your group is non-English speaking as your own tour guide will need to act as interpreter and the tour may well take longer.				
There is no charge for our garden tour.				
If you would like to book a private tour please indicate below:				
Yes			No	
General Comments or Special Requests: Please include any information you feel we ought to know in order to provide the best service to your group during your visit.				
Finally, please let us know how you heard about Ham House and Garden by highlighting one of the options below.				
Previous visit	Recommendation	Property Leaflet	NT website	Other
If other, please give additional information:				

Please complete and return this form as soon as possible to the address or email listed above. All bookings will be confirmed by email or letter.

Bookings and arrangements will not be confirmed until this form has been submitted.

Ham House Group Menu 2019

Hot Drink Deal

£2.00 per person

Either a Breakfast Tea or Filter Coffee

Hot Lunch Offer (12-2pm)

£5.00 per person

A choice of either Soup of the Day (V) or Seasonal One Pot both served with Malted Bloomer

Sandwich Platter (All day, minimum 6 people)

£3.50 per person

Ham Rocket and mustard mayo, Mature Cheese and Chutney (V), Egg Mayonnaise with Watercress & Seasonal sandwich

Afternoon Tea

£4.00 per person

Either Breakfast Tea or Filter Coffee

A platter selection of delicious Traybakes slices and Scones

*V=Vegetarian

Ham House Catering Booking Form 2019

Date of visit:

Please indicate your choices below & the time you require each sitting:

Deal:	Number of people:	Time of visit
Example	8	12.30pm
Hot Drink Deal:		
Hot Lunch Offer: 12-2pm		
Soups		
One Pots		
Sandwich Platter:		
Afternoon Tea:		
Further Comments / Dietary requirements below:		

