



**National
Trust**

Ham House Winter 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:	<p>Opening Times:</p> <p>Garden, Shop, and Café: 10am-4pm (5pm, 4th Feb – 28th Feb) House: 12pm-4pm <i>Please be aware, last entry is half an hour before closing.</i></p> <p>Over the winter, access to the House is restricted to the Great Hall, Great Staircase, Round Gallery, North Drawing Room, Long Gallery, Green Closet, Library and Below Stairs whilst essential conservation work takes place in the Queens Apartments and along the South Front.</p> <p>To protect the collection much of the furniture will be covered in dust sheets to prevent deterioration.</p> <p>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 accept or raise invoices for payment unless you are a registered National Trust business account holder.</i></p> <p>Free entry for National Trust Members. For group bookings of 15 and over, a discounted House and Garden ticket is available at £9.40pp for non-members.</p>
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Parking:	We welcome coaches but cannot offer coach parking on site. Drop off only at the entrance to Ham House.			
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 coaches or minibuses:				
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 <u>must book catering in advance of their visit.</u> Failure to do so may lead to our team being unable to accommodate you during the visit.</p> <p>Please also be aware that lunch is served between 12pm & 2pm only.</p> <p style="text-align: center;"><u>Please see our Group Menu and Catering Booking Form Below.</u></p>			
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 Cauliflower Soup (V) or Italian Sausage 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 (V) & 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

All served buffet style in our Orangery café

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

Deal:	Number of people:	Time of visit
Example	8	12.30pm
Hot Drink Deal:		
Hot Lunch Offer:		
Soups		
One Pots		
Sandwich Platter:		
Afternoon Tea:		