



Group Booking Form 2020

The Firs, Elgar's Birthplace

Thank you for your interest in booking a group visit to The Firs, Elgar's Birthplace. Please complete and return this form to joe.tierney@nationaltrust.org.uk. Postal address is NT The Firs, Elgar's Birthplace, Crown East, Lower Broadheath, Worcestershire WR2 6RH.

PLEASE NOTE: Failure to complete and return this form may result in your booking not being processed.

Date of Visit

Estimated arrival/depart time

Number in group

Group Name

Your Contact Details

First Name

Last Name

Address

E-mail

Phone

Are you the group organiser for the visit?

Yes

No

If no can you tell us who will be leading the group on the day of the visit?

Your Visit

Tell us more about your group and what you would like to do while you are visiting us.

Will you have National Trust members in your group?

(Please note that non-members who wish to join on the day of the visit will have their entrance fee (£7.60 for adults) waived. Group organisers please remind members to bring their cards for scanning).

Yes

No

If yes, do you know how many?

We ask that you please pay for your visit on the day. Please indicate which payment option is your preferred method.

Cash

Credit/Debit Card

Cheque

We provide a free short orientation and welcome talk to all our group visits in our dedicated space for groups - The Carice room.

Please note that due to the size of the Birthplace Cottage, we need to organise larger groups in to parties of no more than 10 that will be issued a time to visit the cottage (usually in 15 minute intervals). Coloured tokens will be distributed to denote which time each group will visit the cottage and we suggest that you allow ample time in your planning for your group to experience this. Details of your itinerary will be discussed with the group leader prior to your visit and an itinerary sheet agreed upon and issued to staff, volunteers and group leaders.

Accessibility

The majority of the property is accessed via flat level paths. Access to the cottage is gained by crossing a small section of bridle path (paved at the point of crossing) and there are gates offering access to this. A small section of Gravel path is present beyond this point. The cottage is cramped and access to the first floor is gained via a small set of steep stairs. Walking aids that fold out in to stools and a wheelchair are available at request.

Do you have any members that will require assistance to access the property?

Yes

No

Are there any other accessibility or illness concerns you would like us to be aware of?

Food and Beverage options

Please note that for groups numbering over 20 it is essential to pre-order any catering you may require.

Please indicate below if your group would like any of these.

Cream teas (£5.50 per head)

Teas / coffees and cake (£5.25 per head)

Teas / coffees and biscuits (£2.95 per head)

Sandwich buffet with crisps, teas / coffees and water (prices will vary according to group size and filling options - cost available on enquiry.)

If your group numbers fewer than 20 and does not require pre-booked Food and Beverage and would prefer to make use of the tea room as normal can you indicate below if your group intends to stay for:

Lunch

Tea and Cake

Both

Unsure

This helps us to ensure that our tea room is stocked for your visit.

We are collecting your contact information for the purposes of this group booking only, and will not use the information you provide for anything else. Your privacy is important to us, so we'll always keep your details secure and never use them for marketing communications that you haven't agreed to receive. If you would like to hear about things you might like by [] Telephone, [] Post, [] Email, then please tick the relevant box. If you decide to opt-in, we will contact you using the contact information indicated on this form. National Trust Enterprises also works with carefully selected organisations and we may contact you with special offers from them that will benefit the National Trust. If you would like to receive communications from these organisations then please tick this box []. At any time you can change your mind about whether to receive that information from us or how you're contacted for marketing purposes in our Marketing Preferences Centre or by contacting us on 0344 800 1895. Please see our Privacy Policy on our website for more information on how we look after your personal information. "We" means the National Trust, charity number 205846, and National Trust (Enterprises) Limited.

Signed:

Date:

Administration Only

Date Received:

Completed Tasks:

Booking entered on
to calendar

Catering confirmed in diary

Volunteer support confirmed in diary