

Group Booking Information 2018

Group Days 'at a glance' –

Morning and afternoon tours, Thursdays, between April 1st and October 31st

Enquiries and Bookings: - Telephone 01367-253754 or 01367 252486

Email enquiries: memberships-groups@kelmscottmanor.org.uk

<p>GUIDED TOUR (for groups up to 36)</p>	<p>Beginning with an introductory talk by one of our experienced guides, followed by the guided tour. Groups will be taken around the Manor room by room in small groups.</p> <p>The Guided option offers you an in-depth experience and the expertise of a guide throughout your tour.</p>	<p>Price (incl. VAT)</p> <ul style="list-style-type: none"> Adults £17.50 per head / Students £14 per head (inclusive of tea/coffee and biscuits) Minimum fee based on 25 people £437.50 Group Catering (to be pre booked) Ploughman's Lunch £8.25 pp or Soup of the Day with local bread £5.00pp or Cream Tea £6.00
<p>FREE-FLOW TOUR (for groups up to 48)</p>	<p>Beginning with an introductory talk by one of our experienced guides. Following entry to the house visitors will be able to explore the Manor at their own pace.</p> <p>Our knowledgeable room stewards will be available to answer any questions you may have, and tell you more about the Manor and its collections.</p>	<p>Price (incl. VAT):</p> <ul style="list-style-type: none"> Minimum fee based on 25 people £362.50 Adults £14.50 per head / Students £11 per head (inclusive of tea/coffee and biscuits) Group Catering (to be pre booked) Ploughman's Lunch £8.25 pp or Soup of the Day with local bread £5.00pp or Cream Tea £6.00

FREE & CONCESSIONARY ENTRY ELIGIBILITY

The total group number should include any person eligible for free entry as listed below:

- **1 Group Organiser or Tour Escort/ Blue Badge Guide for groups of 32 and above**
- **Accompanying carer**

Concessionary rates are available for full-time students and disabled visitors.

We host two groups per day each Thursday between April 1st and October 31st The minimum group number is 25; for groups of less than 25 the minimum charge would apply. Please indicate your estimated time of arrival on the booking form. Tea, coffee, and biscuits are included in the cost of the tour. There will be an introductory talk by an experienced guide, followed by a guided or free-flow tour. Please indicate your choice on the booking form.

Morning tour packages begin at 10.00am, 10.30am, or 11.00am.

Tea or Coffee and homemade biscuits are included and will be available on arrival.

After your option of tour we offer a Ploughman's Lunch for the whole group with a choice, on the day, of Ham, Cheddar, Brie or Stilton, which may be purchased individually, or in advance by the group organiser. An alternative for the whole group would be the Soup of the Day with fresh local bread. We regret individual choices cannot be accommodated except for specific dietary requirements. Hot and cold beverages and cakes may also be purchased.

Our Afternoon tour packages begin at 1.30pm or 2.00pm. An afternoon group may wish to book a Ploughman's Lunch, as described above, to be served shortly after arrival. After lunch enjoy an introductory talk by an experienced guide, followed by the tour of your choice. Refreshments of tea, coffee and biscuits are included, and will be available after the tour.

Alternatively, your group may prefer tea coffee and biscuits shortly after arrival, and enjoy a Cream Tea at the end of the visit. The Cream Tea consists of two delicious home-made scones with preserves and cream, and a pot of tea, or a coffee. The Ploughman's Lunches or the Cream Teas may be purchased individually by the group members, or in advance by the group organisers. We regret individual choices cannot be accommodated except for specific dietary needs.

Tearoom

Kelmscott Manor actively seeks local and Fairtrade sources for its products and ingredients. The Tearoom has a 5-Star (Excellent) rating under the Food Standards Agency's Food Hygiene Grading. Our Catering Manager Janet and her team are here to help your group relax and will provide first-class catering, giving you the best experience possible.

- Items described here are subject to availability and may change
- Please indicate your group catering preference on your booking form
- Picnics are not permitted on group days and items not purchased at Kelmscott may not be consumed in the Tearoom.
- Final numbers for catering must be confirmed no later than 14 days prior to the visit.

Please note*

Food Allergies and Intolerances. Please inform us of any special dietary requirements before the visit. We are happy to provide information regarding the ingredients of any of our menu items.

Gift Shop

Our charming shop is located in an historic barn and offers a wide range of interesting and unique gifts.

Approaches and Parking

Coach drivers should be made aware that they should avoid Radcot Bridge, on the A4095 from Faringdon, and are advised to use the western approach to Kelmscott, via Lechlade (turning off the A417 Lechlade to Faringdon Road at the Trout Inn) The Manor is situated at the end of a narrow country lane. Please follow 'Kelmscott Manor' signs and do not drive through the village of Kelmscott itself.

Free parking is available for 2 coaches in the coach bay adjacent to the Manor's main gate. When passengers have disembarked, coaches need to be turned round and reversed into the coach bay, a total reversing distance of approximately 300 metres. Coaches should not exceed a length of 12.5 metres due to these manoeuvres. The vehicle must reverse in the narrow road without using nearby private property. Groups arriving on Thursdays in their own cars may park in the Manor courtyard.

Access

We welcome all types of mobility vehicles on to the property, however we regret that powered mobility vehicles cannot be used inside the Manor due to the restricted space and the fragility of the collection. We have two manual wheelchairs and a walking frame on wheels for visitor use. Wheelchair access is limited to the ground floor of the house. Please make a note on the booking form of any members who are bringing their own mobility aids, or any visitors whose mobility will limit their access to the whole house. For those unable to access to the upper rooms, we have fully illustrated folders available.

The ground floor of the house, the gardens, the shop, the tearoom and the tea lawn are all accessible to wheelchair users. Many of the benches on the lawn are wheelchair accessible.

Bookings Confirmation & Payment.

Bookings remain provisional until we receive a deposit. To confirm your booking please return the completed booking form and a deposit of £75.00 (Cheques made payable to Kelmscott Manor) to Kelmscott Manor, Kelmscott, Lechlade, GL7 3HJ. If you require a receipt for your deposit, please tick the box for an email receipt on the booking form, or enclose an SAE for a postal confirmation.

PLEASE NOTE Deposits are non-refundable

If your group is delayed on the day, please call us on 01367 252486. If your group is late, we reserve the right to change, or to alter the tour content to suit the remaining time available.

Final Payment for your tour package must be received by Kelmscott Manor no later than 14 days prior to your visit. Any catering that is to be paid for by the organiser should also be included. Payments may be made by Cheque (made payable to Kelmscott Manor) or Card; please include an email address on your booking form or a SAE if you require a receipt The Final Payment is non-refundable in the event of cancellation, or non-appearance by your group or by any individual. You will receive an itemised invoice.

We look forward to welcoming your group to Kelmscott Manor