

SWARTHMOOR HALL

GROUP TOURS – 2019

CONTACT INFORMATION

Organisation/Group:

Contact Name:

Contact Telephone Number:

Contact Email:

Type of group (please circle):

Day Group

Residential Group

Conference or Event

School Group

Other

Arrival date:

Leave date:

TOUR INFORMATION

Date of tour:

Arrival Time:

Time of Tour:

Type of tour (please circle):

Audio

Guided

Number of Adults:

Number of Children:

Focus/Theme of Tour if applicable:

Places to Visit (please circle): Hall

Garden

Swarthmoor Meeting

CATERING OPTIONS – AVAILABLE FOR GROUPS OF 12 OR MORE

NUMBER

House tour, tea/coffee and a scone (fruit or cheese) £9pp

House tour, tea/coffee and a scone with jam and cream £10pp

House tour, tea/coffee on arrival and buffet lunch £16pp

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CATERING OPTIONS – AVAILABLE FOR GROUPS OF LESS THAN 12

NUMBER

Picnic Lunch £7.50pp

Please note that tour prices for groups of less than 12 people are the same as regular tour prices

TRAVEL AND PAYMENT

Transport Arrangements (please circle):

Mini Bus

Coach

Cars

(please state how many)

Payment Method (please circle):

Cheque

Bank Transfer

OTHER INFORMATION

Special Requirements:

How did you hear about Swarthmoor Hall?

SWARTHMOOR HALL

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PLEASE SEE OUR TERMS AND CONDITIONS BEFORE SUBMITTING THIS FORM
TERMS AND CONDITIONS

No smoking allowed on site
No pets allowed (except guide dogs)

Cancellation

a) In the event of a cancellation by the Hirer for whatever reason we reserve the right to charge a cancellation fee of up to 100% of the hiring fee depending on the notice given before the hiring date, on the following scale:

More than 3 calendar months:	no charge
3 calendar months to more than 1 calendar month:	50% charge
1 calendar month to more than 1 week:	75% charge
1 week or less:	Full charge

b) We reserve the right to cancel at any time and for any reason whatsoever the hiring of the premises and any equipment without paying compensation or incurring any liability. Deposits will be returned.

Conditions or Premises – Damage and Decorations

- a) The Hirer shall leave the premises in a clean and good order as they were at the time of entry.
- b) No nails, screws, adhesive substance or tape are to be used on the walls, furniture, fittings or floors.
- c) All exhibition stand construction must be prefabricated. No painting or making good with alternative products will be allowed on the premises.
- d) Permission should be sought in writing for the use of decorations, flags, emblems, gas-filled balloons, balloons, streamers, confetti or fume releasing devices. Where such permission is given it will be conditional on the use of non-flammable material or material treated with a fire-proofing substance.
- e) We reserve the right to remove any poster, emblem or decoration visible outside the premises which, in our opinion is considered unsuitable.
- f) All property brought on to the premises must be removed immediately after the hiring by the Hirer.

For more information, please visit:

www.quaker.org.uk

Charity number: 1127633