

Pontefract Castle - Group Booking Enquiry Form 2018

If you have any questions regarding your visit please contact us via e-mail on castleslearning@wakefield.gov.uk or go to the website www.pontefractcastle.co.uk for more information about groups.

Please note that bookings are only confirmed once the visit details have been agreed by the castle in writing and a non-refundable deposit has been received for any workshops / tours booked. Booking enquiries must be made at least 4 weeks in advance of your visit.

Group Details

Preferred Date(s) for visit:

Time of arrival: Time of Departure:

Groups can visit the castle visitor centre between 11am and 3pm Mon-Sun. Visits outside these hours may incur additional charges to cover staffing costs.

The castle site is open 8.30 - 4.30 Mon-Fri and 9.30 - 4.30 Sat-Sun.

Group/Club/Society Name:

Number in the group: Adults Children (4-16)

Coach Company: (if tour operator)

Contact Name:

Address:

Postcode:

Daytime tel:

E-mail:



**Pontefract
Castle**

wakefieldcouncil

Your Visit: (please see our website for details of guided tours, talks or workshops available)

Talks/tour/workshop required:

Catering required? Yes No

If catering is required a member of the café team will contact the visit organiser whose details have been supplied on page one. Bookings for catering must be arranged direct with the Liquorice Café. Please see the website for details of group catering available.

Access Arrangements - Does your group have any special access requirements? Yes No

If yes, please give details

Please note that the castle is an ancient monument and that some areas can only be accessed via steps. The visitor centre is fully accessible for wheelchair users and small mobility scooters.

Coaches:

Do you require the coach drop off point? Yes No

**The castle has a coach drop off point on Beech Hill (WF8 2JF).
There are two disabled car parking bays outside the castle gates.**

Terms and Conditions

Bookings

All group visits must be booked in advance to ensure availability of resources on the day. Bookings are only confirmed once the visit details have been agreed in writing by the castle team. Bookings must be made a minimum of 4 weeks in advance.

Payment Details:

A non-refundable deposit is required to confirm the booking of any tour / workshop or talk. This must be paid once all visit details are agreed. The balance must be paid on the day of the visit by cash or credit.

Cancellations: If visits are cancelled within 7 days of the date of visit, the full workshop/tour/talk fee will be payable.

Please send your completed booking enquiry form to **castleslearning@wakefield.gov.uk** or Bookings Team, Pontefract Castle, Castle Chain, Pontefract WF8 1QH

For office Use Only:

Diary	Deposit paid	Staff	Café	Leader