

# Pontefract Castle - Group Booking Enquiry Form 2019

If you have any questions regarding your visit please contact us via e-mail on [castleslearning@wakefield.gov.uk](mailto:castleslearning@wakefield.gov.uk) or go to the website [www.pontefractcastle.co.uk](http://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) of visit:

Time of arrival:

Time of Departure:

**Groups can visit the castle Visitor Centre during the opening hours of 10am - 4pm, Mon-Sun. Visits outside these hours may incur additional charges to cover staffing costs.**

**The castle site is open 8.30am - 5pm, Mon-Fri and 9.30 - 5pm, 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:

Email:



**Pontefract  
Castle**

**wakefieldcouncil**

## Your Visit

Talk/tour /workshop(s) required (please see our website for details of guided tours, talks or workshops 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](mailto:castleslearning@wakefield.gov.uk)

or **Bookings Team, Pontefract Castle, Castle Chain, Pontefract WF8 1QH**

## For office Use Only:

Diary	Deposit paid	Staff	Café	Leader