



WINTERBOURNE
HOUSE AND GARDEN

Group Visit Enquiry Form

We offer four packages for group visits, seen below:

ENGLISH ROSE	HONEYSUCKLE	CLEMATIS	WALLFLOWER
<ul style="list-style-type: none">• Meet and greet• Admission for the group• Garden tour• Sandwich buffet with tray bakes	<ul style="list-style-type: none">• Meet and greet• Admission for the group• Sandwich buffet	<ul style="list-style-type: none">• Meet and greet• Admission for the group• Garden tour	<ul style="list-style-type: none">• Admission for the group
<i>15 – 50 visitors</i>	<i>15 – 50 visitors</i>	<i>15 – 50 visitors</i>	<i>10 – 50 visitors</i>
<i>£20 per person</i>	<i>£12 per person</i>	<i>£12 per person</i>	<i>£6 per person</i>
<i>£300 deposit required</i>	<i>£180 deposit required</i>	<i>£180 deposit required</i>	<i>£60 deposit required</i>

Booking a Group Visit

To ensure that your visit to Winterbourne goes as smoothly as possible please first check availability with the team. Please also note the following:

- We ask that groups pre-book their visit.
- Groups must consist of a minimum of 15 visitors and a maximum of 53.
- The group leader and coach driver (if applicable) have free admission.
- A deposit is required to confirm your booking. Upon receipt of the booking form and deposit, Winterbourne will send a confirmation email (or letter if requested).
- Final numbers for the visit and catering requirements must be given to the hospitality team at least ten days before your visit.
- If booking a tour please advise us of any mobility issues so the tour may be tailored to your needs.
- For the Wallflower package, the group organiser will be provided with an information pack upon arrival.

Payment Methods

A non-refundable deposit must be paid with your completed form to confirm your booking. The deposit amounts are based on your package, detailed above. Cheques should be made payable to 'University of Birmingham'. Major credit cards and debit cards are accepted via telephone or in person.

Catering

If you plan on joining us for lunch and have booked the Honeysuckle or English Rose package, your buffet will be situated in our dedicated group space, the Old Tool Shed. Lunch is offered from 12pm to 2pm and pre-booked buffets are available April to September. This delicious spread offers sandwiches with a variety of fillings and breads, and is served with crisps, tea, coffee and water.

The Terrace Tea Room is open from 10.30am and last service is 30 minutes before Winterbourne closes. We ask groups booked on the Wallflower or Clematis package to stagger their lunches to help reduce queues.

Please inform us of any specific dietary requirements on the form overleaf. We require notice of this at least 48 hours before the day of your visit.

Opening Times

January – March / November – December: 10.30am to 4pm.

April – October: 10.30am – 5.30pm.

Group Booking 2019

Last entry is 45 minutes before closing. We advise visitors to check the website for up-to-date opening times and other event details before visiting as information may be subject to change.

Name of group	
Proposed date of visit	
Proposed time of arrival / departure	
Number in group	
Method of transport (coach/by foot etc.)	

Name of group organiser	
Address of group organiser	
Email address of group organiser	
Organiser mobile phone number	
Alternative contact name and number	

Chosen package					
Tour time, if applicable (please circle)	11.00		/	14.00	
Lunch time, if applicable (please circle)	12.00	12.30	13.00	13.30	14.00
Dietary requirements, if applicable:					
Deposit required					
Total payment required					

Additional information regarding parking, access, directions and other considerations can be found overleaf.

Contact details collected on this form will be used in connection to your group visit to us and are only kept on file for one calendar year following your visit.

I confirm that all the details I have provided are correct and I understand that any changes must be notified to Winterbourne before arrival: Signed _____ Date _____

Completed booking form to be posted to:

Hospitality Team, Winterbourne House and Garden, University of Birmingham, 58 Edgbaston Park Road, Edgbaston, Birmingham B15 2RT.

For more information see winterbourne.org.uk or please contact the Hospitality Department:

Tel: 0121 414 3003, email: winterbournehospitality@contacts.bham.ac.uk

Please note that the hospitality team is often busy away from the desk, so do please leave a message if your telephone call is not answered.

Additional Information

Parking: We have a car park adjacent to the main drive, which has around 40 spaces, along with limited spaces next to the house including three blue badge parking spaces. We have limited onsite coach parking for one coach per day. Please note that the driveway to Winterbourne is quite small and coach drivers may find it easier to reverse down the drive. Due to health and safety regulations there will be no staff members available to help reverse on to the busy road.

Access: Every effort is made to ensure that our visitors with disabilities are able to enjoy their visit to Winterbourne. Most areas of the garden are accessible by wheelchair and those with walking difficulties may borrow one of the mobility scooters for garden use. Use of the scooters is subject to availability and although we cannot guarantee to reserve them, please notify us if you plan to use one. There is a lift to the first floor of the house and a disabled toilet in the house reception.

Storage/cloakroom: Unfortunately we are unable to provide storage for bags/coats etc., please ensure anything you will not be using is left in your vehicle/coach as we are unable to store it for you.

Suitable clothing: Please ensure all members of your party wear appropriate clothing/footwear as there are uneven surfaces in the garden and the weather can never be guaranteed.

Directions by road: Follow signposts for University of Birmingham, nearer campus follow signs for Winterbourne House and Garden or enter B15 2RT into Satnav systems.

Directions by rail: The nearest station is University, for train times see www.nationrail.co.uk.

Directions by bus: The X20, X21 and X22 National Express bus services stop along Edgbaston Park Road. Buses are also available to the A38 Bristol Road from the city centre. For bus times see www.nxbus.co.uk.



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