



## Whitchurch Silk Mill Group Booking Form

The Mill is open from Tuesday to Sunday plus Bank Holidays (Excluding Christmas Week).

Minimum 10 – Maximum 50 per group

Date of Visit: \_\_\_\_\_

Time of Visit: \_\_\_\_\_ ( 10.45a.m. or 2.00p.m.)

|                 | Numbers |           | Total |
|-----------------|---------|-----------|-------|
| Adults          |         | @ £5.00pp | £     |
| Senior Citizens |         | @ £4.50pp | £     |
| Children        |         | @ £3.25pc | £     |
| <b>TOTAL</b>    |         |           | £     |

Please let us know in advance if any of your group members have mobility problems, as access to the mill is partially restricted. (Wheelchair access is on the ground floor only. A stair lift is available to the first floor, followed by 3 steps to our tearoom. The second floor is accessed only via stairs).

If any of your group require special assistance please detail below:

### Refreshments:

Pre-booking your refreshments will greatly enhance your visit as your buffet refreshments will be ready for you at your chosen time and your tea and coffee will be served to you at your table (booking must be for the whole group). Please advise us of any dietary requirements.

| Please Tick |                        | Number |          | Total |
|-------------|------------------------|--------|----------|-------|
|             | Sandwiches, Tea/Coffee |        | @£6.90pp | £     |
|             | Tea/Coffee/Biscuits    |        | @£3.20pp | £     |
|             | Tea/Cake buffet        |        | @£5.50pp | £     |
|             | Cream Tea              |        | @£5.90pp | £     |
|             | <b>TOTAL</b>           |        |          | £     |

### Group Details

Name of Group: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Please turn over

### **Payment Methods**

Please send cheques made payable to “**Whitchurch Silk Mill**” for £ \_\_\_\_\_

Alternatively, you can pay by credit / debit card / BACS by calling us on 01256 892065

Please note that cheques can no longer be accepted payments for extra group members on the day of your visit. We will accept cash or card payments.

**Please return completed booking form and payment to:**

**Whitchurch Silk Mill**

**28 Winchester Street**

**Whitchurch**

**RG28 7AL**

**Telephone: 01256 892065**

**Email: [info@whitchurchsilkmill.org.uk](mailto:info@whitchurchsilkmill.org.uk)**

**[www.whitchurchsilkmill.org.uk](http://www.whitchurchsilkmill.org.uk)**

### **COACH AND CARPARKING**

Please park in the free public car park adjacent to the Mill which is signposted Community Centre, Library and Silk Mill Car Park. There is a designated coach parking space behind the Community Centre building (not visible from the road).

**Please allow 2 ½ hours for your visit, including your guided tour, refreshments and shopping**

**Thank you for your group booking. If you have any queries, please do not hesitate to contact us.**

#### **Office Use Only**

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**Payment Received:**

**Amount Received £** \_\_\_\_\_

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**Tour Guide Booked:**

**Name of Guide** \_\_\_\_\_

☐

**Refreshments organised:**

**Notes:** \_\_\_\_\_

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**Special Assistance organised**

**Details of assistance required** \_\_\_\_\_

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**Shop notified**