

# Booking Form

1. Complete and return the booking form to [group.bookings@sandringhamestate.co.uk](mailto:group.bookings@sandringhamestate.co.uk) or please post.
2. Upon receipt of your booking form, arrangements will be made for your group and a confirmation email will be sent to you.
3. Pre-booked group tickets must be paid for by credit card, bank transfer (BACS) or cheque payable to 'Sandringham Estate' 30 days before the visit date. A pro-forma invoice will be sent when numbers are confirmed.

We do not accept American Express.

4. Please note our kitchens can cater for vegetarian Afternoon Tea but we are unable to offer gluten free, dairy free or vegan options.

Please consider how much time is needed for your visit, groups may sometimes leave disappointed as the organisers have not anticipated enough time. **You must arrive 30-40 minutes before your timed entry.**

## Terms and Conditions.

All visits to Sandringham **must** be pre-booked to guarantee entry to the House and Gardens, groups are parties of 20 or more people so you will be charged the minimum payment of £480 for less than 20 people for a Classic Group Visit or £900 for a Private Guided Tour. All guided tours and catering requirements are subject to availability. Booking forms and payment must be received no less than 30 days prior to the visit date. Tickets are non-refundable.

All prices and opening times are subject to change. Sandringham Estate reserves the right to close at short notice or change any of its opening times and events or to restrict or refuse access at any time without notice.

**Coach parking is free for all pre-booked coaches.**

## About Your Booking: About You:

Visit Date		Group Name	
Preferred House entry time slot		Name	
Number of guests for a classic Group Visit   £24		Address	
Number of guests for a Guided Garden Visit (includes self guided House)   £35			
Number of Children ( <i>under 17</i> )   Free			
Free place for organiser or courier - please tick if applicable	<input type="checkbox"/>		Postcode
Free place for driver - please tick if applicable	<input type="checkbox"/>		Email
		Phone Number	

Please tick here to confirm that you are happy to receive news about Groups at Sandringham.

Estimated Arrival Time: \_\_\_\_\_

## Private Guided Tours | £45 - Monday, Tuesday, Thursday after 5pm

Preferred date of Private Guided Tour

Number of Guests for a Private Guided Tour

## Afternoon Tea:

If you are including Afternoon Tea as part of your visit please complete this section

Time for Afternoon Tea	3pm
Standard Afternoon Tea numbers	
Sparkling Wine Afternoon Tea numbers	

Please provide the names of all guests along with any dietary requirements at least 30 days in advance.

*Vegetarian options available.*

*Gluten, vegan and dairy free options unavailable.*

## PAYMENT - Please specify how you will pay NB: Pre-payment is due for all visits 30 days before your visit

1. Card Payment <input type="checkbox"/>	2. By Cheque <input type="checkbox"/>	3. BACS <input type="checkbox"/>
Please call 01485 545408 with your final number of passengers and card details once your visit date is confirmed.	Confirm final numbers and send a cheque made payable to "Sandringham Estate". Please put your group name and visit date on the reverse.	Bank account details will be provided.

## Other Information

Number of wheelchair users	<input type="text"/>	No. of Multimedia Guides (£5 each)	<input type="text"/>
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Please sign here to confirm you have read and understood our terms and conditions:

Name

Signature

Date