# Booking form for schools and visiting groups

Please complete this form and email to: education@exeter-cathedral.org.uk

For further info please phone us on 01392 345887

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| Date of Visit |  | \*Please let us know if you think you will need 15 mins toilet time on arrival or if you will be **ready to tour** on arrival. |
| \*Arrival Time:  |  |
| Departure Time: |  |
| Please take into account the distance you are coming – we do not want you to lose your tour time slot! |
|  |
| Name and Address of School: |  |
| Telephone Number: |  |
| Email Address: |  |
|  |
| Type of Visit:Delete as appropriate | Cathedral entry only £1.50 / Guided Tour £2.50 / Activity £2.50 / Lego Build £1/ Talk £3.00/ Roof Tour £5/ Tower Tour £3.50 / OtherPlease Note: Tour and Activity Combined £4.00 |
| Tour Theme: | General / Signs and Symbols / A Special Place / Medieval Building / Art in the Cathedral / Easter / Christmas Themes/ WWII / Pilgrimage / Tailored Tour Theme |
| Cost per pupil: | £ | Number of Pupils: |  |
| Age of pupils: |  | Number of Adults: |  |
| Name of Group Leader: |  | \* Please let us know if you require a snack time **in-between tours,** so that we can allow for this when booking our guides. |
| Any Special Needs Requirements: |  |
| Prepayment Method: | Cash or Cheque on the day or Prepayment |
| How did you hear about us? |  |
| ***NB. Due to the capacity of our room space, we can only offer you a lunch room for free (where there is availability) if you are booking an activity or a tour with us. Otherwise a charge of £30 for 35 pupils for an hour can be booked, where there is room availability.*** |
| OFFICE USE ONLY |
| Timetable for the day: |
| Rooms Booked: |  | Guides Booked: |  |

**Please note:**

1. Exeter is a working Cathedral and services can take place at very short notice. If your visit will be affected we will contact you as soon as possible to rearrange your visit. Concert rehearsals often happen.

2**.** Most of our guides are volunteers who give up their free time to provide tours. Guides are booked specifically for pre-arranged tour times and will wait up to 20 minutes for parties who are delayed.

**If you anticipate that you will be late, please contact the Visitors Office on 01392 285983. If you are over 25 minutes late and we have received no message from you, then we cannot guarantee that your tour will take place - we will offer you the option of a self-led visit instead.** **If a booking is cancelled less than 48hrs before a visit, please note that we will have to charge 60% of the whole visit. Cancellations must be made via email AND phone.**