# Booking Form for Foreign Language Groups - not UK

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| Name of customer/organisation/Ref and Address |  |
| Name of contact person on the visit |  |
| Contact telephone number |  |
| Contact mobile number |  |
| Contact email address |  |
| Date of visit |  |
| Time of visit |  |
| Number in group |  |
| Age range of group |  |
| **Visit Options** | |
| **Entrance** charge per student **£ 4.50** for **self-led tour** only N.B. Accompanying adults free x 2 per 15 | **Yes / No** |
| **Or a Guided Tour** £5.00 per student (this includes entrance fee) **In groups of up to 20 per guide. Students are given a short tour and quiz card to fill in.** | **Yes / No** |
| **Activity £1.50**  Brass Rubbing / stained glass Shrinkie designs / heraldry shield designing |  |
| **Tower Tour** £3.50 per student  Limited to 15 students  **Roof Tour** £5 per student  Limited to 15 students 2x groups at a time (30) |  |
| Please state which language the students are? |  |
| Can students understand a guided tour in English? | **Yes / No** |
| **Important Notes for Your Guide** |  |
| **Access code for Toilets:**  These are in the grass area **The Cloisters.**  **Welcome Desk: +44 (0)1392 345970**  **Office: 01392 285983 for emergencies or late arrivals.** | **Please process the paperwork with our Welcome Desk before your group enters the Cathedral. *You might like to allow 15 additional minutes for your group to visit to our Shop!***  **N.B.** We are a working Cathedral  There is a short (2 minute) prayer on the hour, every hour**, where we ask everyone to be still and quiet** – please make sure your group is aware. Thank you. |

**Data Protection**

The information that you provide on this form will be held by Exeter Cathedral to enable us to process your booking. The data will be stored on a secure computer system and used to administer the booking, and will be destroyed as soon as it is no longer required.

The details you provide will only be used by Exeter Cathedral. We will never swap, share or sell your information to a third party.

You can ask to be removed from our records at any time by emailing education@exeter-cathedral.org.uk or by writing to the address above.

Our Privacy Policy gives more detail of how we use and protect your information. You can view it at www.exetercathedral.org.uk/privacy or ask us to provide you with a copy.