

ENQUIRY FORM

GROUP BOOKINGS



**Wirksworth
Heritage
Centre**

Person taking enquiry:		Date of enquiry:	
PERSONAL/ORGANISATION DETAILS			
Organisation:			
Point of Contact Name:		Phone No:	
Email:			
Address:			
ACTIVITY DETAILS			
Date(s) of proposed visit:		Time(s) of proposed visit:	
Approximate no's:			
Activities:	<i>Please explain the options from the menu of activities below. Large groups (e.g. 30+) may need to be split into 2 with staggered activities. Prices below are group prices.</i>		
Steep Walk: <i>please advise that walks may not be suitable for all due to hills</i>	£3.25pp	(tick)	Flat Walk £3.25 (tick)
Talk: Women in Wirksworth	£3.25pp		Talk: How to Move A Museum £3.25
Talk: Literary Wirksworth	£3.25pp		Talk: Wirksworth: A History £3.25
Museum Entry:	£3.50pp		Tea & Cake: (or filter coffee) £3.50pp
Afternoon Tea & Introductory Talk:	£12.00pp		No catering 0pp
	Total Cost (per person)		Total Cost (of Enquiry):
Mobility/Additional Needs:			
Dietary Requirements:			
Further Notes: <i>Please include time constraints (e.g. train travel arrangements)</i>			
FOR ADMINISTRATION			
Please ensure you have completed the information above, and			
<ul style="list-style-type: none"> • passed this onto GENERAL MANAGER AND/OR CLEO. • Explained to the organisation that the details of the enquiry will be passed to the Activities and Events team so that it can be considered, and they will be contacted as soon as possible to secure the booking, and a confirmation form returned. 			
CONFIRMATION			
This booking has been confirmed with staff, volunteers and catering requirements. Please attach the confirmation Booking Form.			
Confirmed by:		Date:	