



## Education Visit – How To Book

STRAWBERRY HILL

*Horace Walpole's Gothic Castle*

Please read the following information carefully so that we can facilitate your booking as quickly as possible.

Your booking is not confirmed until the booking form has been returned to us and deposit received. We ask you therefore to complete the form and return it to us as soon as possible, even if you are unable to finalise all details, such as student numbers, immediately. **At the time of booking we require a deposit of £150 for all groups.** When we process your booking and you confirm numbers with us, we will calculate the final cost and invoice you for the balance.

Due to the limited capacity of the house, the maximum primary group size we can accommodate is one standard class. We can offer some bespoke activity days and half days to larger groups. Please email or call us to discuss your requirements.

We will send you a copy of our Health and Safety document with the invoice for your information. This is no substitute for your own risk assessment and we ask you to follow the policy set out by your own educational establishment.

You are welcome to use the grounds for picnicking. Let us know if you would like us to book a room for your use should the weather be unsuitable for picnics, and we will be happy to do so.

Please note that any parent visitors attending with primary schools are most welcome to join the group on the tour. However due to the size of our education room, we only have capacity for teaching, teaching assistants and LSAs to come in for the workshop. Parent helpers are most welcome to use our café or wander through our gardens during this part of the morning. Many thanks for your understanding.

### **COSTS:**

- **Tour only:** £8 per person (there is a **minimum charge** of £120 per group)  
*For every 20 students (KS3-4), 1 staff member is free of charge*
- **Tour and half-day workshop:** £10 per person (**minimum charge** £150 per group)  
*For every 30 students, 2 staff members are free of charge*
- **Tour and lecture:** £11 per person (**minimum charge** £165 per group)
- **Tour and full day workshop** £13 per person (**minimum charge** £195 per group)  
*For every 30 students, 2 staff members are free of charge*

*Learning support assistants free of charge for all ages*

**Use of classroom for your own programme:** Free for up to an hour. If you require more time, contact us to discuss your needs.

**Full payment** must be made within 30 days of invoice date. We charge a **cancellation fee** of £150 or the full fee, whichever is lower, if you cancel your booking less than two weeks prior to your intended visit.

### **Method of payment:**

- Cheque payable to "The Strawberry Hill Trust"
  - To pay by credit card call 020 8744 1241
  - BACS: The Strawberry Hill Trust, sort code 20-72-33, acc. 90112038
- Please use date of your visit as the reference on all payments.**

*www.strawberryhillhouse.org.uk Tel: 0208 744 1241*

*Managed by the Strawberry Hill Trust*

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