

## Groups booking form for daytime visits to Kew Gardens from 1 February 2019 to 31 March 2020

We are pleased to offer special, pre-paid rates for groups of 15 or more people for daytime visits to Kew Gardens. To book your visit, please complete this booking form and return it to us. Should you have any questions, do not hesitate to contact us on 020 8332 5648 or [groups@kew.org](mailto:groups@kew.org)

If you book your visit online, we'll offer a free place for the group organiser. Just visit [www.kew.org/groups](http://www.kew.org/groups)

### Your details

Date of visit	<input type="text"/>	Name of group	<input type="text"/>
Approximate arrival time	<input type="text"/>	Name of group leader	<input type="text"/>
Name of contact on the day (if different from above)	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Tel	<input type="text"/>	Email	<input type="text"/>

### Daytime admission to Kew Gardens

(includes entry to Kew Palace and Royal Kitchens from 1 February 2019 to 32 March 2020)

1 February to 31 October 2019			1 November 2019 to 31 January 2020			1 February to 31 March 2020			Total (£)
No. adults	£15.30	<input type="text"/>	No. adults	£11.48	<input type="text"/>	No. adults	£15.30	<input type="text"/>	<input type="text"/>
No. concessions *	£13.60	<input type="text"/>	No. concessions *	£10.20	<input type="text"/>	No. concessions *	£13.60	<input type="text"/>	<input type="text"/>
No. children (4 to 16)	£4.50	<input type="text"/>	No. children (4 to 16)	£3.50	<input type="text"/>	No. children (4 to 16)	£4.50	<input type="text"/>	<input type="text"/>
No. children (under 4)	FREE	<input type="text"/>	No. children (under 4)	FREE	<input type="text"/>	No. children (under 4)	FREE	<input type="text"/>	<input type="text"/>
No. carers	FREE	<input type="text"/>	No. carers	FREE	<input type="text"/>	No. carers	FREE	<input type="text"/>	<input type="text"/>
No. coach drivers	FREE	<input type="text"/>	No. coach drivers	FREE	<input type="text"/>	No. coach drivers	FREE	<input type="text"/>	<input type="text"/>
* concessions are over 60s and disabled customers									Grand total (£) <input type="text"/>

### Kew Explorer – hop-on, hop-off land train

Advance purchase tickets are available for our popular driver-guided tour of Kew Gardens, which operates regularly throughout the day.

	No. of tickets	Price	Total (£)
Adults/Concessions	<input type="text"/>	£4 per person	<input type="text"/>
Children (aged 16 and under)	<input type="text"/>	£1.50 per person	<input type="text"/>

The following additional services are also available for groups on a request only basis.

### Private guided walking tours

Starting from the Visitor Information desk inside Victoria Plaza, take a 60-minute or 90-minute tour with one of our award-winning guides. We recommend that you provide at least six weeks' notice to secure the services of a tour guide. All requests are subject to availability.

Private guided walking tours	60 minutes	90 minutes
1 February 2019 to 31 March 2020	£5 per person (min charge £70 per group)	£7 per person (min charge £105 per group)
To book a tour, please tick here and we will send you a guided tour booking form <input type="checkbox"/>		

Groups will be split into parties of approximately 15 people per guide. All tours include the history and significance of Kew Gardens as well as reflecting on the seasonal flora. Bespoke tours are available on request. For more information, please contact our Tours Coordinator on 020 8332 5604 or email [tours@kew.org](mailto:tours@kew.org)

### Catering vouchers

Pre-paid meal vouchers are available for exchange in our restaurants and cafés.

	No. required	Price	Total (£)
Coffee & Cake <small>(tea or filter coffee served with a slice of loaf cake)</small>	<input type="text"/>	£5.50 per person	<input type="text"/>
Cream tea <small>(tea or filter coffee with a scone, jam &amp; clotted cream)</small>	<input type="text"/>	£5.75 per person	<input type="text"/>

A Classic Afternoon Tea is also available for groups, served in our Botanical Restaurant and subject to availability. For more information on this or any other catering requirements, please contact our caterers on 020 8332 5186

### Payment details

Payment and final numbers for your group are required no later than three working days prior to the date of visit (please allow additional time for your payment to arrive if posting a cheque or paying by BACS transfer). You can pay by cheque (payable to Royal Botanic Gardens, Kew), BACS transfer or debit/credit card. We accept MasterCard or Visa only. To make a payment by card or to request bank details to make a BACS transfer, please call the Groups Department on 020 8332 5648.

We\* will use your information as the primary contact point for your group booking(s) including managing your bookings and dealing with queries. Should you also wish to receive our e-newsletter for groups, containing all the latest information on upcoming events and exhibitions at Kew Gardens, please tick here .

You can unsubscribe at any time by emailing [groups@kew.org](mailto:groups@kew.org). Please note that if you unsubscribe we will still email you about your booking, but not for any other purpose. For information about Kew's privacy policy, please visit: [www.kew.org/about-our-organisation/our-policies/privacy-policy](http://www.kew.org/about-our-organisation/our-policies/privacy-policy)

\*"We" refers to the Royal Botanic Gardens, Kew and its wholly owned trading subsidiary RBG Kew Enterprises Limited.

Date

Signature

### Terms and Conditions

All information is correct at the time of going to print. RBG Kew reserves the right to change its prices without notice. Once paid for, admission tickets cannot be refunded. Places on guided tours and the Kew Explorer are sold subject to availability. In unforeseen circumstances, these services may need to be curtailed or cancelled. If alternative dates or times are not available, refunds explicitly for these services will be offered. Wherever possible, RBG Kew will endeavour to advise its customers of any early closures or total closures of all or part of the Gardens. RBG Kew reserves the right to refuse admission. Signed completion of this booking form implies acceptance of these terms and conditions.

**Groups & Travel Trade Office, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AE**

Tel: +44 (0)20 8332 5648 email: [groups@kew.org](mailto:groups@kew.org) [www.kew.org/groups](http://www.kew.org/groups)