

## Groups booking form for daytime visits to Kew Gardens from 1 April 2020 to 31 March 2021

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)

### Your details

Date of visit

Name of group

Arrival time

Name of group leader

Name of contact on the day  
(if different from above)

Address

Postcode

Tel

Email

Your contact information may be shared with NHS Test and Trace if required as part of the UK Govts ongoing COVID-19 response. This information will only be used by them where necessary to help stop the spread of COVID-19 - further information can be found at [www.gov.uk/guidance/nhs-test-and-trace-how-it-works](http://www.gov.uk/guidance/nhs-test-and-trace-how-it-works). However if you do not want us to share your contact details for NHS Test and Trace, tick this box to opt-out

### Daytime admission to Kew Gardens

1 April to 31 October 2020			1 November 2020 to 31 January 2021			1 February to 31 March 2021			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 15)	£4.50	<input type="text"/>	No. children (4 to 15)	£3.50	<input type="text"/>	No. children (4 to 15)	£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 65s and disabled customers									<b>Grand total (£)</b> <input type="text"/>

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

### Catering vouchers

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

	No. required	Price	Total (£)
Coffee & Cake (tea or filter coffee served with a slice of loaf cake)		£5.50 per person	
Cream tea (tea or filter coffee with a scone, jam & clotted cream)		£5.75 per person	

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 paying by BACS transfer). You can pay by 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.

### COVID-19

(coronavirus notice)

- We expect all our group visitors to be operating their trips in accordance with the Government's safer transport and social distancing guidelines
- The safety and wellbeing of our visitors is of the utmost importance to us and we are continually monitoring and responding to the Covid-19 pandemic situation as it evolves. We will notify you as soon as possible should we need to amend or cancel your booking in line with updated Government advice
- For further information on visiting Kew Gardens during coronavirus, please consult <https://www.kew.org/kew-gardens/visit-kew-gardens/coronavirus-guidance>

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)