



Church House, High St, Wimborne, Dorset, BH21 1HT

Tel no: 01202 884753

Registered charity Number: 1138072

Organised Visit Booking Form.

Please complete the details below and return this form to the above address

NAME OF GROUP.....
DATE OF VISIT TIME OF VISIT.....
NUMBER IN PARTY ChildrenAdults.....
ADDITIONAL INFORMATION (age range, special interests, foreign visitors, etc.)

Do you wish your visit to include:

- 1. Minster Church only – time approximately 1 hour. Yes/No
2. Library only – time approximately 30 minutes. Yes/No
3. Minster and Library – NB: the Library can only take 10 visitors at any one time and larger parties have to be split into groups. The Library visit takes approximately 30 minutes for each group. Access to the Chained Library is by spiral staircase and may be unsuitable for the elderly and the disabled. Yes/No
From 1st November until Easter the library is open on Saturday mornings or weekdays by prior appointment only .

- 4. Do you require a Guide? Unless this form is completed and returned 2 weeks before your visit, the availability of guides cannot be guaranteed. Yes/No
5. A charge of £3.50 per head is levied for all tours and £1 for a Library tour only. Please enclose a deposit cheque for 50% of your tour cost with this booking form, made payable to Wimborne Minster PCC and be prepared to pay the balance on the day of the tour.

Deposit received: Yes/No Amount: Remainder to pay: Yes/No

- 6. Children and vulnerable people: In using the premises you make yourself responsible for ensuring the safety of any and all children or vulnerable people who use the premises during the visit, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children or other vulnerable people in the course of the visit.
7. Some groups require facilities for a service as well as their tour. Please indicate if you need this, and whether you will be providing your own priest.

Do you require a service? Yes/No If so, will you be providing a priest? Yes/No

Signed..... Name.....
Date.....
Organiser.....
Address.....
Telephone

24/08/2015 For Office use:

Copied to: Secretary, Finance, Guide (2 copies), Vestry, Chained Library.

Date Distributed: