

# Group Visits Booking Form



Please complete this form and return it to [event.support@armyflying.com](mailto:event.support@armyflying.com), or Event Support, Army Flying Museum, Middle Wallop, SO20 8FB. A confirmation will then be sent to you via email to verify your visit and any requirements.

Terms and conditions are located on the rear of this form, please read these carefully.

<b>Contact Name:</b>	
<b>Organisation/ Group:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Address:</b>	

<b>Date of Visit:</b>	First Preference	
	Second Preference	
	Third Preference	
<b>Time of Visit</b>		
<b>Number in Group:</b>	Adults (16-60)	
	Concessions (Students & Over 60's)	
	Children (5-15)	
	MOD90 Holders	
	AAC/AACVA Members	
	Cadets	
	AAC Cadets	
	<b>Total:</b>	
<b>Guided Tours:</b>	Please note that the maximum number per tour group is 12 people, with a cost of £25 per guide.	Please tick if you would like a guided tour:
<b>Payment:</b>	Please note that payment will be invoiced <b>after</b> the event to allow for any changes.	
<b>Accessibility Requirements:</b>		



## **Guided Tour**

Please only fill in this section if you are interested in having a Guided Tour of the Museum. Please note that there is a maximum number of 12 people per tour with a cost of £25 per guide. If you are within the AAC or AACVA and are interested in a Guided Tour, please ensure that this has been marked on the page above before completing the form below.

<b>Tour Party Leader name and mobile telephone no.</b>		
<b>Requested Tour Start Time</b>		
<b>Size of Group</b>	Please note that the maximum group size per guide is 12 people	
<b>Requested Length of Tour</b>		
<b>Any Disability Factors</b>		
<b>Particular Interests (if any)</b>		
<b>Additional Information:</b>		

## **Terms and Conditions**

1. Group discounted entry tickets apply only for groups booked in advance. Visitors withing to purchase an annual pass may do so on arrival.
2. The Museum will charge for damages to the Museum over and above any reasonable wear and tear.
3. Group tours are only available with advance booking and shall be booked a minimum of three weeks in advance of the desired tour date.
4. Unless otherwise authorised all motor vehicles and bicycles authorised by the Hirer shall be parked in the Museum's car park adjacent to the entrance to the Museum.
5. The Museum operate a cafe service and only food and drink obtained from the cafe may be consumed in the Museum spaces set aside for the purpose unless otherwise agreed with the Museum. The Museum provides a picnic area where all visitors may picnic with the own provisions. No fires or barbeques are permitted.
6. The Museum shall have the absolute right to exclude any person and shall be under no obligation to supply reason or cause for such exclusion. The Museum shall have the right to require any person entering the Museum to provide satisfactory proof of identity.
7. The Hirer and all those authorised by it to be on the Museum premises shall comply with all reasonable instructions given by any member of the Museum staff for the management and operation of the Museum.

**Please contact the Museum team if any of the above is subject to change, inaccurate or you require additional information.**

**On signing below, you accept the Terms and Conditions of Group Bookings at the Army Flying Museum.**

**Signed:**

**Name:**

**Date:**



## **Group Booking FAQs**

### **What is the minimum and maximum number per tour?**

The maximum number per tour group is 12 people, there is no minimum number. Please be aware that if you are a group larger than 12 that you will need to book multiple tour guides. Please ensure all Guided Tours are booked at least three weeks in advance.

### **How do we pay for the visit?**

Unless otherwise discussed with a member of the AFM team, payment for your visit will be invoiced after you visit. This is to account for any changes in numbers or requirements of your group.

### **Does the group rate include an Annual Pass?**

The group rate does not include an Annual Pass. Visitors on the day can pay separately for their ticket and this will be an Annual Pass that is valid for 12 months- please be aware that we will require some details from you in order to issue an Annual Pass.

### **How long is a tour?**

We recommend a tour length of approximately 1 hour, although we can adapt and offer slightly longer or shorter tours where necessary.

### **Do you offer a military discount?**

Military personnel in possession of a MOD90 (or equivalent) qualify for free entry to the Museum. If you are a serving AAC, AACVA or AAC Cadets group, there is the option for a free Guided Tour of the museum. Please ensure all Guided Tours are booked at least three weeks in advance.

### **Can I change the date of my visit?**

If your group can no longer make the visit date, please let a member of our team know on [event.support@armyflying.com](mailto:event.support@armyflying.com). Please be aware, if you have a Guided Tour booked, we will have to confirm the date of your new visit with the Tour Guides to ensure that you are still able to have a tour.

### **A member of our group has mobility issues, can we still have a tour?**

If a member of your group has a mobility issue or a disability, please let us know so that we can accommodate this with the tour route. The Museum has a lift to the upper floor as well as spare wheelchairs that can be reserved for your party.

## Office Use Only

Service	Requirement	Cost
<b>Group Name</b>		
<b>Date and time of visit:</b>		
<b>Group Breakdown:</b>	Adults:	
	Concessions:	
	Children:	
	MOD90:	
	AAC Member:	
	Cadets;	
	AAC Cadets:	
<b>Accessibility Requirements:</b>		
<b>Guided Tour:</b> Attach a copy of guide booking form	Number of guides:	
<b>Additional Information</b>		