

# NORWICH AND NORFOLK BLUE BADGE GUIDES

# GUIDED TOUR BOOKING FORM



WHERE DID YOU HEAR ABOUT OUR SERVICE? (Please tick)

TIC	<input type="checkbox"/>	Norfolk Travel Trade	<input type="checkbox"/>
Web	<input type="checkbox"/>	Norwich Attractions	<input type="checkbox"/>
CDC	<input type="checkbox"/>	Other	<input type="text"/>

PLEASE COMPLETE ONE FORM FOR EACH TOUR REQUIRED

## CONTACT DETAILS

Organiser \_\_\_\_\_  
Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Telephone Work \_\_\_\_\_ Fax \_\_\_\_\_  
Home \_\_\_\_\_ email \_\_\_\_\_

## TOUR DETAILS

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_  
Name of Group \_\_\_\_\_  
Type of group Social  Student  Business  Other \_\_\_\_\_  
Description of group (age, background, interests etc) \_\_\_\_\_  
Tour leader \_\_\_\_\_ Contact mobile \_\_\_\_\_  
Group size \_\_\_\_\_ Nationality \_\_\_\_\_  
Preferred language English  French  German   
Would English guides be acceptable? Yes  No  (if NO tour may be cancelled)  
Start point (see note) \_\_\_\_\_  
End point \_\_\_\_\_

## TYPE OF TOUR

<b>Coach:</b>	Panoramic Norwich	75 mins	<input type="checkbox"/>
	Half day	up to 4 hours	<input type="checkbox"/>
	Full day	up to 8 hours	<input type="checkbox"/>
<b>Walking :</b>	Norwich - City of Centuries	90 mins	<input type="checkbox"/>
	Themed <i>as available - see listing</i>	90 mins	<input type="checkbox"/>
	Please state _____		
<b>Building:</b>	City Hall and clock tower	60 mins	<input type="checkbox"/>
	Guildhall	60 mins	<input type="checkbox"/>
	St Andrews and Blackfriars Halls	45 mins	<input type="checkbox"/>



TOUR FEES	VALID FROM APRIL 2007	(EXCLUDING VAT)	(INCLUDING 15% VAT)	
Coach:	Panoramic Norwich	£52	£59.80	
	Half day Norfolk Broads	£70	£80.50	
	Full day Norfolk (or other – please ask)	£120	£138	
Walking Tour:	1 - 20 people	£38	£43.70	
	21 - 40 people	£70	£80.50	
	41 - 60 people	£100	£115	
	61- 80 people	£130	£149.50	
	81- 100 people	£150	£172.50	
Buildings:	Guildhall	1–15 people	£38	£43.70
		16–30 people	£70	£80.50
	City Hall and clock tower	1–12 people	£38	£43.70
		13–24 people	£70	£80.50
	St Andrews and Blackfriars	1–15 people	£38	£43.70
		16–30 people	£70	£80.50

**METHOD OF PAYMENT**  
 Full amount to be paid seven days before the tour.  
 Tours booked with less than seven days notice will require full payment on booking.

I enclose cheque made payable to Norwich City Council £ \_\_\_\_\_  
 or please debit my credit/debit card with £ \_\_\_\_\_  
 Card type (Visa/Switch/Mastercard etc) \_\_\_\_\_  
 Card number \_\_\_\_\_  
 Valid from \_\_\_\_\_ Expires \_\_\_\_\_ Switch Issue No \_\_\_\_\_ CSC \_\_\_\_\_ (last three digits on signature strip)  
 Cardholders name \_\_\_\_\_ Signature \_\_\_\_\_  
 Cardholders address (if different from overleaf) \_\_\_\_\_

**NB. Invoices will be issued only in exceptional circumstances**

I confirm the booking details as listed above and agree to abide by the conditions as detailed below

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Rec	_____	Full amount	_____	No.	_____
Notified guide	_____	Final conf	_____	Cust no.	_____
Guide confirmed	_____	Inv c/t	_____	Inv out	_____

- NOTES:**
- We have limited guides available with foreign languages.
  - Coach tour prices do not include the cost of a coach.
  - Departure points – Walking tours generally start from outside the Forum or the Cathedral – See tour details.  
 – Coach tours start from Theatre Street. Alternative points can be available – please contact us.

**TERMS & CONDITIONS**

- **Payment:** Full payment must be received at least seven days before the tour takes place. Payment may be made on the day of the tour by special arrangement only. In these cases payment must be made to the Tourist Information Centre – not the Guide.
- **Cancellation:** Tours may be cancelled or rearranged up to seven days before the tour date at no cost. Groups cancelling after this period will be charged the full cost.
- **Late arrival:** A group arriving late for a tour will have that time deducted from their tour, unless new terms are negotiated before the start of the tour. Guides will wait for the group as long as every effort is made to inform the TIC on 01603 213993/213999 that the group is delayed. If not possible the guide will only wait for up to 30 minutes depending on weather and circumstances.

- **Copyright:** It is not permitted to record, or reproduce in any form the guides commentary without their written permission. If you would like to photograph the guide please ask their permission first.
- **Clothing:** Please ensure your group is dressed appropriately for walking and standing, and the current weather conditions. Buildings tours will include climbing stairs and uneven surfaces, and may be unsuitable for those with a heart condition or similar.

**Please return to:**  
 Michelle Hurren, Norwich Tourist Information,  
 The Forum, Millennium Plain, Norwich NR2 1TF  
 t: 01603 213993 f: 01603 213990  
 e: michellehurren@norwich.gov.uk

