



**Fairfax House**  
YORK

**GROUP TOUR BOOKING  
Request/Confirmation Form**

Tel: 01904 655543 Email: [info@fairfaxhouse.co.uk](mailto:info@fairfaxhouse.co.uk)

Fairfax House, Castlegate, York, YO1 9RN

<b>GROUP:</b>		<b>CONTACT:</b>	
<b>ADDRESS:</b>			
<b>TELEPHONE:</b>		<b>EMAIL:</b>	
<b>TOUR DATE:</b>		<b>TOUR TIME:</b>	

Group Tour Type	Number of people	Price per person	Amount £
Self-led Tour (Daytime)		@ £10 (min 10)	
Guided Tour (Daytime)		@ £12.00 (min 10)	
Curator Guided Tour (Daytime)		@ £18.00 (min 10)	
Bespoke Curator Guided Tour (Evening Time, exclusive access to the house, specialist topics, access to aspect of the collection &etc, candlelit opens available)		@ £35.00 (min 10)	
Student Education Tour		@ £7.50 (min 10)	
Fairfax House Souvenir Guide Books (RRP £5)		@ £4.00	
If your group has a special area of interest or you have any other comments, please feel free to let us know:			

We would also like to book refreshments:

Refreshment Option	No of people	Time	Price pp	Amount £
Arrival Drinks <i>(Prosecco and soft options)</i>			@£5.00	
Tea, Coffee & Biscuits			@ £4	
Mince Pies & Mulled Wine <i>(Available on Christmas only)</i>			@ £5	
Additional comments:			Total	
			Less Deposit	**
			Balance Due	£0

## PAYMENT

\*\*A £20 non-refundable deposit is required to secure your day tour booking and £50 deposit for exclusive tours, please send payment with this booking form – see PAYMENT section below for details.

Please call Fairfax House on 01904 655543 or email to [info@fairfaxhouse.co.uk](mailto:info@fairfaxhouse.co.uk) to confirm final numbers in your party at least 7 working days beforehand. You will be charged for the final numbers. **The balance due for group tours should be paid at least 7 working days prior to the tour. Please note we do not accept final payment on the day of the tour.**

If the tour number should fall below the minimum requirement of 10 paying persons, you will still be charged for a minimum of 10.

Payments can be made by cheque to Fairfax House and enclosed with this form, or by credit or debit card or by BACS. Please complete the section below to indicate your payment method and return to: **Group Bookings, Fairfax House, Castlegate, York, YO1 9RN** or email [info@fairfaxhouse.co.uk](mailto:info@fairfaxhouse.co.uk)

Enclosed is a cheque made payable to **Fairfax House**.

BACS: Account name: York Civic Trust Fairfax House, Sort Code: 40-47-31, Account No: 11370111,  
IBAN number GB14MIDL40473111370111M, stating your group name & tour date.

Should you require an invoice issued prior to the tour please indicate.

## IMPORTANT INFORMATION, please read:

Please note that Fairfax House is not wheelchair accessible at the moment.

Please note special admission passes such as HHA or Art Fund do not apply to guided group tours.

Tour duration is approximately one hour and please be aware there are no seating opportunities during the course of the tour.

**Thank you for your valued booking. If you require any further information please do not hesitate to contact us via [info@fairfaxhouse.co.uk](mailto:info@fairfaxhouse.co.uk).**

I would like to receive event information, please add my details to your mailing list

Name	Date
Signature	

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### OFFICE USE ONLY

Tour confirmed in the diary	Yes	Deposit Received Date	Amount	Pay Method
Final numbers confirmed		Balance Received Date	Amount	Pay Method
Tour guide(s)	Notes			