



## **GROUP ORGANISERS GENERAL INFORMATION SHEET**

To ensure that you enjoy your visit to the maximum we carefully time  
House tours and pre-booked refreshments.

Other activities, the Walled Garden, Grounds, Chapel, Lake Walk and Shop can then be enjoyed at leisure.

**Opening Times:** Please discuss with Group Administrator for available dates and times.

**Walled Garden, Tea Room & Gift Shop:**

1<sup>st</sup> May to 31<sup>st</sup> July 2019. Sunday – Thursday: 11.00am to 5.00pm

**Loseley House Guided Tours:**

1<sup>st</sup> May to 31<sup>st</sup> July 2019. Sunday – Thursday: 1.20pm to 4.00pm (morning tours available by arrangement)

**Where possible, all groups are met by one of our Meeters/Greeters who will welcome your group and advise you on all aspects of your visit to Loseley Park.**

**Minimum Numbers:** 10 to qualify for the Group Rate.

**Bookings:** All groups must be booked in advance and free flow is only available within the Walled Garden.

**Provisional bookings:** We are happy to schedule your visit into our calendar on a provisional basis and will send confirmation upon receipt of your booking form. No deposit is required.

**Arrival times:** Earlier arrival and exclusive House Tours can be arranged.

**Guided House Tours:** All House Tours are Guided and of 45 minute duration. Maximum number per House Tour is 25. Ground floor only tours available for (non-motorized) wheelchair users or those with limited mobility.

**Walled Garden:** At your leisure or by Guided Tour (approx 1 hour) for all or part of your group at an additional fee. Weekday tours, where possible, with Head Gardener.

**Seating:** There is an abundance of benches throughout the Walled Garden which is divided into a series of rooms, The Rose Garden, The Herb Garden, The Fruit and Flower Garden, The White Garden, The Organic Vegetable Garden, the Moat and Vine Walks.

**Group Leader:** Free admission is offered to Group Leaders/Organisers.

**Coach Drivers:** Free entry to the Walled Garden plus lunch/tea vouchers are given to the coach driver.

**RHS/Historic Houses members:** Will not be able to use their membership for free admission as part of a Group visit.

**Parking:** Free of charge. Visitors will be set down in the main car park, close to the House, Gardens, Toilets and refreshment facilities. There are special set down areas for disabled visitors.

**Catering:** We have limited public catering facilities and they can become extremely busy if there are many visitors or if the weather is inclement therefore **no free flow catering is available and we ask all Groups to pre-book refreshments (tea/coffee, lunches and teas).** This will provide you with a very good value menu in a venue specially set aside for your Group (Groups have been very complimentary about this service). **Full pre-payment to be made direct to our Caterers (Caper & Berry) 7 days prior to the event – see full Terms & Conditions.**

**Pre-booked Catering:** Our in-house caterers, Caper & Berry, will contact you two weeks before your visit for menu choice and final numbers. Tea/coffee on arrival, Lunches and Teas are all available to pre-book. Please advise of any allergies or special dietary needs in advance. Please take note of their telephone number which is 01483 457103. **Full pre-payment to be made direct to our Caterers (Caper & Berry) 7 days prior to the event – see full Terms & Conditions.**

**Picnic Areas:** We have two small, uncovered picnic areas available, one close to the car park and one by the lake. Picnics are not permitted within the Walled Garden. To avoid poor weather spoiling their picnic we recommend Groups pre-book their catering.

**Contact Telephone Number:** For the day of your visit we will provide you with a mobile number for use in the event that your coach is delayed. Loseley, in turn, request a mobile contact number so we may be in touch on the day of your visit.

**Directions to Loseley Park:** Sat Nav/Route Finders are unreliable regarding access to Loseley Park. We therefore provide directions for your coach driver. Our Sat Nav address can be found on your Booking Form.

**Payment:** No deposit is required. Full payment for Admission to be made on the day of your visit in one amount by cash, cheque or credit card. Entrance fees are payable to Loseley Park. **Full pre-payment of booked catering to be made direct to our Caterers (Caper & Berry) 7 days prior to the event – see full Terms & Conditions.**

**House Guides:** Our Guides have a wide variety of expertise – if your group has a special interest then please let us know and we will try to ensure your Guide is the most suitable for your particular interests.

**Wheelchair:** Two chairs are available.

**Accessibility:** The Garden, Grounds, Gift Shop, Tea Room, Chapel and Toilets are all fully accessible to wheelchair users. Please note that the Garden pathways are laid to shallow gravel. The ground floor of the House is accessible only to non-motorized wheelchairs. There is a full Disability Access Statement available on our website or by request from the Group Co-ordinator.

The above information has been compiled from our experience of the most commonly asked questions by group organizers and group members. We do hope these notes are informative and useful in planning your visit to Loseley Park where you can be sure of a warm welcome.  
JP/140518