



Guided Tour Booking Form 2025

Please read the Information Sheet 'booking a private guided walking tour of Winchester with an official Winchester Tourist Guide' before completing this form.

Your contact details:

Organiser:

Organisation:

Address:

Tel:

Email:

Tour details

Date:

Day:

Time:

Name of group:

Tour leader:

Contact number:

Start point:

Duration:

Number in group:

Number of guides needed: (if three or more the lead guide may charge a £20 admin fee)

Description of group: (e.g. schoolchildren, students, elderly, interests):

Foreign language requirement (if any):

Tour content:

Cathedral: YES/NO

Great Hall: YES/NO

If you book a standard tour of 90 minutes, there is only time to visit either the Cathedral or the Great Hall. The Cathedral and Great Hall charge an entry fee which will be extra to the fee for the guided tour – please see below.

Please specify any special needs (e.g. limited mobility)

Cathedral Admission:

The Cathedral does charge an entry fee, which is payable direct to the Cathedral, either in advance (see below) or on the day.

To pay the cost of Cathedral entry in advance. For additional information, please contact

visits@winchester-cathedral.org.uk or phone

01962 857275.

Great Hall Admission:

The Great Hall charges an entry fee. This is payable direct to the Great Hall, either in advance or on the day. If you wish to pay in advance, please go to the website: historicwinchester.co.uk where you can make a booking and find out about arrangements for groups.

Cancellations/Bad Weather

Please inform the named guide below of a cancellation as soon as possible. A cancellation charge of 50% of the cost of the guided tour is charged if the tour is cancelled 5-3 days before the tour. The full cost of the tour is payable if the tour is cancelled less than 3 days before the tour. If the group arrives after the agreed finishing time on the day of the tour, this counts as a cancellation and the full fee will be payable. If the weather is predicted to give rise to personal risk to the guide or visitors and, as a result, the tour is cancelled at very short notice, no charge will be made and any payment made refunded.

Late Arrivals

Please phone the guide on the mobile number given below **as soon as you know that you are delayed**. As long as they have heard from you, the guide will wait up to 30 minutes from the booked start time. After this the tour will be shortened accordingly. No tour will be possible if you arrive after the original finishing time. In either case, the full cost will still be payable.

Coach parking facilities

Coaches may drop off/pick up the group in the Broadway (by King Alfred's Statue alongside St. John's House). Coaches must then go to the Coach Park in Worthy Lane. A parking fee is payable and the current cost is £7.30 per day (updated Nov 2024).

There is an additional coach drop off/pick up point in Sussex Street to the west of the City Centre. For more information see: <http://www.visitwinchester.co.uk>

Name of person confirming booking details:

Date:

Please return completed form to *Winchester Visitor Information Centre*
The Guildhall Broadway, High Street, Winchester, Hampshire SO23 9GH
Tel: + 44 (0) 1962 840 500
Email: tourism@winchester.gov.uk

Where did you hear about our services, e.g. VIC, guide website, other:

Confirmation of guided tour booking. Please send a copy to the organiser so that they have your details:

Name of guide(s)

Mobile phone number of guide (for use on day of tour)

Cost of tour per guide:

Other bookings made (e.g. Cathedral, Great Hall):

The cost of the tour is payable in sterling direct to each guide on the day, either in cash or by cheque payable to the individual guides. BACS payments can also be taken by prior arrangement with the guide.

Date: