



DODDINGTON HALL & GARDENS

NOTES FOR PARTY ORGANISERS – CHRISTMAS 2010

We are delighted that you would like to bring your party to **DODDINGTON HALL & GARDENS** this Christmas and we are sure that you will enjoy your visit.

After you have submitted your Christmas Group Visit Booking Form together with your menu choice and deposit you will receive formal confirmation of your booking. We should be grateful if you would please ring us **SEVEN DAYS** before you intend to come with final confirmation of numbers and the time of your arrival. Please note that any cancellations made within the final seven days leading up to your visit will be charged for in full.

Upon arrival, please would you ensure that your coach driver parks his coach in the large, grassed car park on the opposite side of the road to the Hall (as signposted) and does not stray beyond the designated coach park area. It is important that your coach driver adheres to our advisory signage for visiting coaches whilst on site. We should be grateful if you could kindly pass on to your driver the enclosed 'Information for Coach-Drivers' at the earliest opportunity on the day of your visit.

Your tour of the Hall will last approximately 1¼ hours. Your party will then have plenty of time to look around the Gardens & to visit our Christmas Shop and Farm Shop and to take refreshments. It would help us immensely if the balance of individuals' entry fees & the cost of refreshments could be collected and paid for by the group organiser as one lump sum upon arrival. This can be done by cheque (made payable please to *Doddington View*), cash or credit/debit card.

Please note that we do have two flights of (shallow-stepped) stairs in the Hall which might not be suitable for some elderly / not-so-mobile individuals. Would you please warn members of your party of the stairs in advance of their visit and let everyone know that they are expected to stay with their guide throughout the entire tour of the Hall; it will not be possible for individuals to wait downstairs by themselves. We are, however, more than happy to arrange for a special guide to look after those people unable to make the stairs whilst other members of the group look around the upper floors of the Hall, as long as we know in advance that a special guide is needed. This special guide will take those left behind on a 'Virtual Tour' of the upper floors of the Hall - so that nobody misses out!

For groups who would prefer not to join a guided tour of the Hall this Christmas, then the decorated Hall will be open to the general public over the last weekend in November (27th & 28th) & during the first three weekends in December (4th, 5th, 11th, 12th, 18th, 19th), from 10am – 4.00pm, when people may choose their own pace and itinerary. The price will be £5.00 per person: prior booking would be appreciated.

We very much look forward to welcoming your group to Doddington Hall this December. Please do not hesitate to contact Nicky Wilson, *House Manager*, if you have any queries or concerns regarding your visit.

With best wishes,
Nicky Wilson (*House Manager*)

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