



Trinity House

SEWERBY HALL AND GARDENS

2018-19 Group Visit Booking Form for Flamborough Head Lighthouse

See terms and conditions of booking overleaf

Please complete all sections of the form in **BLOCK CAPITALS** and post to the address shown at the bottom of this form.

Contact details of establishment / school	Group leader details
Name:	Name:
Address:	Position:
Email:	To stay up to date with alerts, newsletters and other information from Trinity House, please sign up for alerts and updates at www.trinityhouse.co.uk/subscribe Trinity House does not share your information with third parties.
Tel no:	Mobile number on the day: (for emergency purposes):

Visit Information			
Lighthouse to be visited	Flamborough Head		
Date of visit:		Time of arrival:	
Group visits are allocated a specific time slot to accommodate the booking and numbers within the group. Extensions to the allocated times may be charged accordingly at £60 per hour.		Departure time:	
Number in group	Adults <input type="text"/>	Please indicate education level of group, if appropriate	
	Children <input type="text"/>	Key Stage 1 (5 – 7 years) <input type="checkbox"/>	Key Stage 2 (8-11 years) <input type="checkbox"/>
		Other (Please specify) _____	

Lighthouse Details			
Visits to the lighthouse are organised by East Riding of Yorkshire Council (operating as Sewerby Hall and Gardens) under licence from Trinity House. Should you have any queries regarding the lighthouse, what to expect from the visit, location, or the local area, please contact the tour co-ordinator in the first instance.			
Name of tour co-ordinator	Sewerby Hall and Gardens	Contact Details	Tel: (01262) 673769 Email: sewerby.hall@eastriding.gov.uk
Admission prices	Adult: £4.50 Concession / Child (15 or younger): £3.50 Out of hours tour (minimum charge): £60 First two teachers / helpers per party: free	Please pay the visitor centre on the day of arrival. Cheques should be made payable to ERYC. Invoices can be sent after the visit with prior approval.	

I have read and understood the terms and conditions of booking a visit to the lighthouse (as detailed overleaf)

Signature of group leader: _____

Name: _____ Date: _____

Sewerby Hall and Gardens, Church Lane, Sewerby, East Riding of Yorkshire, YO15 1EA

Tel: (01262) 673769

Email: sewerby.hall@eastriding.gov.uk Web: www.sewerbyhall.co.uk

EAST RIDING
OF YORKSHIRE COUNCIL

**Terms and conditions of booking**

- Only 20 persons (including tour guides) are permitted in the lighthouse lantern area at any one time. Larger groups can be accommodated but will be split into smaller groups for ascending / descending the tower.
- It is extremely important that your group arrives on time for the sake of other visitors and staff. If you are unavoidably delayed, please ensure you contact the tour coordinator immediately on (01262) 673769.
- The lighthouse you are wishing to visit is fully operational; as such Trinity House's use of the property takes precedence over all other uses. Should the visit need to be cancelled by Trinity House due to an emergency situation, the tour co-ordinator will endeavour to give you as much notice as possible.
- If you need to cancel your visit for any reason, please contact the tour coordinator.
- Group leaders must take responsibility for their group and supervise them (as appropriate) during the visit.
- Please note that there are no welfare or toilet facilities on site. Toilets are available adjacent to the car park.
- Please note that a £60 minimum charge applies to each out of hour's tour.
- Group visits are allocated a specific time slot to accommodate the booking and numbers within the group. Extensions to the allocated times may be charged accordingly at £60 per hour.
- I/we hereby release and indemnify the Corporation of Trinity House its servants and agents from and against any losses damages liabilities actions claims costs and demands of whatsoever nature which may arise directly or indirectly out of or in connection with the visit and the visit agreement shall be at my / our sole risk in all respects, except where death or bodily injury is caused to any individual as a result of the negligence of the Corporation of Trinity House.
- I/we hereby release and indemnify East Riding of Yorkshire Council its servants and agents from and against any losses damages liabilities actions claims costs and demands of whatsoever nature which may arise directly or indirectly out of or in connection with the visit and the visit agreement shall be at my / our sole risk in all respects, except where death or bodily injury is caused to any individual as a result of the negligence of East Riding of Yorkshire Council.

Health and Safety and Risk Assessments

- Children are very welcome, but they must be at least 1.1 metres in height and physically capable of ascending and descending the staircases by themselves unaided.
- Under no circumstances can children or babies be carried up or down the staircases (this includes the use of baby carriers, papooses etc.).
- In many cases lighthouses are over a century old and some stone floors and stairs may be worn and uneven in places. They are regularly tested to ensure they are non-slip but please take great care.
- Some stair cases are very steep and must be descended facing the stair. The tour guide will inform you if this is necessary.
- Sensible footwear must be worn – open toed sandals (without heel straps), flip flops, high heeled footwear and bare or stocking feet are not permitted.
- Regrettably due to the historic design of the building, these premises are not suitable for some physically less able people.
- Anyone suffering from vertigo, heart or respiratory conditions is advised not to undertake the tour.
- If a visitor has a cardiac pace maker, please ensure the tour guide is informed and that you do not go within two metres of any operational RADAR.
- The tour guides will give further advice on the above Health and Safety guidelines but has absolute discretion in preventing access if it is felt that Health and Safety regulations or the safety of the visitor or other members of the public would be compromised.
- Whilst every effort has been made to protect visitors from unsuspected hazards it is not possible to make an historic property as safe as a modern building. Group Leaders must stress this to their party before the visit and ensure they are closely supervised, (as appropriate) at all times whilst on site.
- Groups are responsible for undertaking their own risk assessments. If you wish to make a preparatory visit, our tour coordinator will advise you of any important points to look out for. Please do not ask our tour co-ordinator or guides to check or sign any section of your risk assessment form as they do not have any responsibility to do so.

