

Group Visit Booking Summary



This form to be completed in the first instance by Bookings Manager and maintained until visit is confirmed.

Enquiry received by (name):	
Type of Organisation:	Community Group, Car club,
Organisation name:	
Organisation address: (if known)	
Organisation contact person:	
Contact eMail:	@
Contact phone number:	
Date of proposed visit:	DDD/MMM/YYYY
Number in group:	
Method of payment:	In advance: on Invoice: Individuals on arrival:
Booking deposit requested:	Y/N? Amount?
Means of transport	(own cars, coach, minibus)

Visit status	Enquiry received:	Quote Issued:	Visit Confirmed:
Date:			

Key group visit team members contacted	Y/N
Key group visit team members available	Y/N
Heads of Technical Area or alternate available	Y/N

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Use this table to record requirements during initial contact with the enquirer.

Requested visit elements:

	Yes	No	Involved technical areas
Morning visit			
Afternoon visit			
In-steam			Steam raising
Refreshments on arrival			Catering
Lunch at Mill			Catering
Afternoon Tea			Catering
Conducted Tour			Tour guides
Talk on Mill History			Presenter
Machinery in Steam			Engine Room, Small Engines
Waterwheel			Waterwheel
Have-a-go in Forge			Blacksmiths
Demo only in Forge			Blacksmiths
Historic clocks			HoT
Car park management			
Marquees needed			Define which? Tell Ground Crew

Group visit team mailing list:

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