

BOOKING ENQUIRIES

Group Booking Request Form

Name of Group	
Address of Group	

Main Contact Information

Name	
Phone – landline and mobile	
Email Address	

Number of Children/ Students/Adults you wish to attend (include age range of children)	
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Do you have a preferred date for your visit (please give alternative dates in case the first choice is not available)	
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What time would you like to arrive on site? (between 10am & 4pm)	
What time would you like to leave site? (between 10am & 4pm)	

Please tick as appropriate:

Do you require refreshments – tea/coffee and biscuits during your visit?			
Yes		No	

Do you require lunch during your visit?			
Yes		No	

How do you wish to pay for your visit? Please tick as appropriate					
Pre-pay		On the day of the visit		By invoice after your visit	
Please give us any information about your group that you feel relevant to your visit. Please include access issues and special arrangements that need to be made.					

Please scan pages to 16-18 & email the information to secretary@airsciences.org.uk, or via post to:

Farnborough Air Sciences Trust Museum,
Trenchard House,
85 Farnborough Road,
FARNBOROUGH
Hampshire
GU14 6TF

Our Group Bookings contact number is 01252 375050.
The office is manned on Tuesdays & Thursdays, 10am-4pm.

TO BE ACTIONED BY FAST:

	Date	Initials
Entered in Events Diary		
Acknowledgement Sent		
Host Assigned		
Catering Agreed		
	Trenchard Room	Cody Pavilion
Location of Talk		
Location of Catering		