



Guided Tour booking form and information pack

Please complete the following form in order to secure your booking of a guided tour at Woodberry Wetlands. Please complete all sections that are applicable to your booking. All items marked with * are required, and the booking cannot be completed unless filled out.

Please note that tours are subject to availability of a tour leader.

Full name*		Company (if applicable)	
Phone number*		Email address*	
Company address*		Postcode*	
Occasion/reason for tour	Corporate <input type="checkbox"/>	Celebration <input type="checkbox"/>	Education <input type="checkbox"/> Other <input type="checkbox"/>
If other, please specify			
Proposed date* (dd/mm/yy)		Number of participants* (approx. no. if not confirmed)	
Running times of tours	Start time (please tick)		Duration
Monday-Friday, between 9:30am-4:00pm	9.30am <input type="checkbox"/>	10.00am <input type="checkbox"/>	2 hours
	10.30am <input type="checkbox"/>	11.00am <input type="checkbox"/>	
	11.30am <input type="checkbox"/>	12.00pm <input type="checkbox"/>	
	12.30pm <input type="checkbox"/>	1.00pm <input type="checkbox"/>	
	1.30pm <input type="checkbox"/>	2.00pm <input type="checkbox"/>	
Details of any SEND/Access needs off any participants			

Guided Tours

Running Times and Fees

- Monday-Friday, 2 hours tour between 9:30am-4:00pm
- The booking fee for the tour is **£10 per person + VAT**, for a minimum of 12 attendees, and maximum of 30 attendees.

Facilities

- The site includes publicly accessible bathrooms, including disabled access facilities at the Coal House.
- The Coal House Café is on the West side of the site and offers hot drinks and barista coffees, plus a wide selection of freshly made snacks and tasty meals.

Protecting **London's wildlife** for the future

- Hire of the New River Studio is also available for meetings, if this is of interest to you, please see the information pack at http://data.wildlifetrusts.org/sites/default/files/files/WW%20New%20River%20Studio%20-%20Meeting%20Room%20Hire%20Information%20Pack_2019.pdf
Please note that if you would like a tour as part of your room hire, the price is reduced to £5 (+VAT) per person.

Location and Transport

Location: Tours will begin from the Coal House Café, by the main entrance off Lordship Road, N16 5HQ.

- **Underground:** The closest tube station is Manor House on the Piccadilly Line which is an 8 minute walk from Woodberry Wetlands main entrance. From the tube station exit, follow Seven Sisters Road in an Easterly direction to Woodberry Grove which is the next traffic light. Turn right on Woodberry Grove and the New River path and Woodberry Wetlands main entrance is on your left hand side just past the shops and high rise buildings.
- **Bus:** The nearest bus stops are Bethune Road (Eastbound Bus Stop T and Westbound Bus Stop W served by bus routes: 253 & 254) and Amhurst Park (Eastbound Stop S served by bus routes 259 and 279).
- **Parking:** There is no public parking at Woodberry Wetlands. The closest unrestricted street parking is on Bethune Road on the East side of the reserve. Metered street parking is available on the surrounding streets and controls are in operation 8:30am – 6:30pm. Be sure to check the Arsenal Football Club home schedule as additional parking restrictions may apply on these days.

Site Rules

- There is no smoking on the reserve at any time
- Visitors must keep to the paths and designated public areas, as to not disturb the habitat
- Children under 16 must be supervised by a parent or guardian at all times.
- **Animals are not permitted on the reserve**, only registered Assistance dogs are permitted.

Payment

- Payment is by invoice, and must be paid within 30 days of receiving your invoice.
- Invoices will be raised via the email provided on your booking form through our finance team.
- If you wish to pay by cheque, please wait until you have received your invoice, which will include the correct address to send payment to.
- Please do not bring cash payment on the day with you, as it will not be accepted.

Cancellations and postponed sessions

- If you need to cancel or reschedule your booking, please inform us at least five working days in advance of the date and you will receive a full refund of your booking payment. If you do not cancel in advance you will be required to pay the full invoice.
- Sometimes sessions will need to be postponed or cancelled at short notice because of unforeseen circumstances (e.g. extreme weather conditions). If this occurs, your session will be rescheduled to a later date without incurring any admin fees. Sessions will be fully refunded if you are unable to reschedule.