Situated on the border of Hampshire and West Sussex, Stansted House is a beautiful Edwardian property and has been the family seat of the Earls of Bessborough since 1924.

Groups are welcome to visit the House throughout the year on a Guided Tour or can enjoy a Free Flow Visit during our public opening hours.

**GUIDED TOURS:** *Maximum group 50 people / Minimum 15 people*

* *Available outside normal House opening times*

**January – Easter** (excluding Sundays/Bank Holidays) Mon-Fri between 10am-4pm

**Easter – September** (excluding Sundays/Bank Holidays) Mon-Fri 10am-12:45pm.

**October – November** (excluding Sundays/Bank Holidays) Mon-Fri between 10am-4pm.

* Cost **£15.00 per adult or £6.00 per child**, minimum of **15 people**.
* The Group Visits are for a minimum 15 people. If on the day of your visit your group is less than 15 people, you will still be charged for 15. A £20 non-refundable deposit is required to secure your chosen date. This deposit will be deducted from your total balance.
* Stansted House can provide tea, coffee & biscuits in the Servants Hall at an additional charge of **£5.00 pp,** or visitors are welcome to use the Pavilion Tearoom or Garden Centre facilities.

**FREE FLOW TOURS:** *Maximum group 50 people / Minimum 15 people*

* *Available during public House opening times only*

**Easter – End of September:** Sunday-Tuesday 1:00pm-5:00pm, last entry 4:00pm.

* Cost **£10.00 per visitor,** minimum of **15 people**.
* The Group Visits are for a minimum 15 people. If on the day of your visit your group is less than 15 people, you will still be charged for 15. A £20 non-refundable deposit is required to secure your chosen date. This deposit will be deducted from your total balance.

If you are selecting a Guided Tour, we now have two options available. The first is our **‘Upstairs, Downstairs’ Tour**, where your group will be guided around the magnificent State Rooms and fully furnished Servants Quarters. We also offer a **Servants Quarters Tour,** which offers your group the opportunity to explore our extensive Servants Quarters in more depth and learn about the people who lived and worked on the estate. Both tours last approximately an hour and a half and include a visit to the historic Chapel of St Paul.

For Free Flow Tours, our friendly and knowledgeable House Stewards are on hand to answer any questions your group may have as they explore the House at their own pace. Your group will also be able to visit the Chapel of St Paul at their leisure during our public opening.

We can also offer a bespoke experience if you want to make your visit to Stansted House extra special. Whether you want a twilight tour with a glass of fizz on arrival or to upgrade your refreshments to tea and cake in the Blue Drawing Room, or out on the South Terrace in the summer, we can tailor your group visit to create an experience that is unique to your party. Please contact the House Team on visitors@stanstedpark.co.uk to find out more.

If any of your group has additional access requirements, please let us know in advance and we can ensure we are best prepared to facilitate their visit. Step-free access is available throughout the House via two lifts. Please note that whilst the House is fully accessible for manual wheelchairs, the lift may not be able to accommodate some motorised wheelchairs or mobility scooters. We can also provide a buggy service between the House, Chapel and Garden Centre.

Please contact the House Team to discuss availability before booking your transport to Stansted Park. Coaches can drop off groups outside the main entrance to the House with prior notice before moving down to the Garden Centre Car Park, where coach parking is available.

**THE WIDER STANSTED ESTATE**

Your group is welcome to explore the wider Stansted Estate at their leisure either before or after their tour of the House. The Walled Gardens, Arboretum, Pavilion Tearoom (02392 413432), Garden Centre (02392 413090) and Stansted Park Farm Shop (02392 413576) are all open daily. Please visit our website to see their opening hours.

If you wish to make refreshment arrangements with the onsite cafeterias, please contact each café independently as they are not managed by the Estate.

The Stansted Light Railway (02392 413324) usually operates on Wednesday and Saturdays, weather permitting. The Maze is open weekends and school holidays, weather permitting, Spring to end October.

**STANSTED PARK GROUP VISIT BOOKING FORM**

All groups should book in advance by returning this form

**Section 1 - Booking Details**

Group Name:

Contact Name: Contact Name on Day:

Address:

Telephone: Contact Number on Day:

Email:

Date of Visit: Arrival Time: Estimated Numbers:

How will the group be travelling? **Coach:** Yes/No **Car:** Yes/No

**Other:**

Will any individuals bring wheelchairs or mobility aids? Yes/No
If yes, please provide details below or discuss with us when booking:

**Section 2 – Visit Details**

**Group Visit Type**:

**Free Flow Visit** £10.00 per person – Yes/No

**‘Upstairs, Downstairs’ Guided Tour –** £15.00 per person– Yes/No

**The Servants Quarters Guided Tour** **–** £15.00 per person– Yes/No

**‘Upstairs, Downstairs’ Tour with Refreshments** £20.00 per person- Yes/No

**The Servants Quarters Tour with Refreshments** £20.00 per person- Yes/No

**Guided Visit of the Chapel Only** £6.00 per person - Yes/No

* How did you hear about us?
* Is this your first visit to Stansted Park?
* Does your group have any specific interests?

**Will you be making a booking with the Pavilion Tearoom?** Yes/ No

*There are restrictions on making bookings at the Tearoom so please contact them directly and plan accordingly. The Pavilion Tearoom can be contacted on* 02392 413432.

**PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS**

**BOOKING INSTRUCTIONS**

* Please do not book your transport until you have checked that the date you wish to come is available.
* Once your booking form is complete and deposit paid this acts as confirmation of your booking.
* **If anyone in the group has any access requirements, please let us know when you book or as soon as you become aware so that we can meet the visitors’ needs.**

**PAYMENTS**

* Payments can be made by Cash, Card or Bank Transfer. Due to bank charges, we no longer accept cheques.
* **A £20 non-refundable deposit is required to secure the date of your tour. This deposit will be deducted from your total balance.**
* The payments for the visit should be placed no later than 5 working days before your visit.
* The numbers of visitors can be adjusted no later than 5 working days before the date of the visit. After that time, changes to the bookings regarding number of visitors will not be accepted.

**If you have any queries, please contact us on 02392 412 265 (opt 5)**

**or email visitors@stanstedpark.co.uk**

To be completed by Stansted Park: Visit Code: 4010 / 2

 Confirmation Email Sent  Stewards Organised

 Invoice Sent  Invoice Paid