***Before completing this form please ‘Read Terms & Conditions’ on page 2***

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| --- | --- | --- | --- | --- |
|  | **BOOKING REQUEST FORM**  *Please email this form to:*  [info@kentgreeters.co.uk](mailto:info@kentgreeters.co.uk)  *Or post to*: Kent Greeters, Visit Kent  28-30 St Peters Street, Canterbury Kent CT1 2BQ | | | |
| Contact Name |  | | | |
| Home Address |  | | | |
| Postcode (Zip code) |  | | | |
| Country |  | | | |
| Telephone number |  | | | |
| Mobile number |  | | | |
| Email address |  | | | |
| Up to what date will we be able contact you at the above details. |  | | | |
| Dates of your stay in Kent | *From* | | *To* | |
| How may we contact you during your stay? Please give as much information as possible. |  | | | |
| Please indicate how you will be travelling to meet your Greeter? | *Bike, Bus, Car, Foot, Ship, Train (which station?)* | | | |
| Greet appointment 1st Choice | *Date* | | *Time* | |
| Greet appointment 2nd Choice | *Date* | | *Time* | |
| Preferred place for your Greet, or may we suggest somewhere? | *1st choice* | | *2nd choice* | |
| How many people will attend?  (6 total, adults + children) Give age(s) of each child please. | *Total* | *Adults* | *Children: ages please* | |
| What are your group’s interests? |  | | | |
| Please indicate your group’s walking ability requirements. | *Wheelchair* | *Leisurely* | *Moderate* | *Advanced* |
| Tell us about any special needs. |  | | | |

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**To request your appointment with a Kent Greeter** – please complete the form above and email to [info@kentgreeters.co.uk](mailto:info@kentgreeters.co.uk)

Tell us about any special needs such as places that you would like to visit, your interests, walking ability etc. as it will help us match you with a greeter. If you should have trouble replying on the form please email us [info@kentgreeters.co.uk](mailto:info@kentgreeters.co.uk) with the information requested on the form. It will help us and will speed up your request if you would please answer ALL the questions requested.

### Terms and conditions

* A minimum of 5 days notice is required.
* We will reply as soon as possible to acknowledge receipt of your request.
* Greets are usually in English, but subject to availability we may be able to Greet you in your chosen language, please ask when booking.
* Appointments are subject to the availability of a volunteer Greeter. You will be notified as soon as possible if we have no Greeter available
* A maximum of 6 people per group. If it is just over 6 we reserve the right to split the group between 2 Greeters or decline the request. **Bigger groups will be refused**.
* Children must have a responsible adult with them.
* When we match your request, you will receive confirmation via e-mail or telephone, giving you the name and contact details of your Greeter.
* You will receive final confirmation of details and meeting arrangements from your appointed Greeter.

