

Group tours: what you need to know

Content

A group tour of Highgate Cemetery consists of an extended tour of the West Cemetery of about 75 minutes. The total duration is around 90 minutes after which visitors may roam in the East Cemetery as they wish. The tour covers the history of the cemetery and a visit to some of the graves of people buried here. Tours are available in English only.

Group size

The tours have a maximum of 40 people, which will be divided into two groups. If your numbers are greater than 40, you will need to contact Nick Powell on 020 8340 1834 or nick@highgatecemetery.org.

Times

Group tours are available on Tuesday, Wednesday or Thursday mornings starting around 11am. As we are still a working cemetery, we have a very limited number of slots available. You should contact us as early as possible to enquire about your desired date, and certainly no less than a month beforehand. Bear in mind that there are busy times and it is best to book as soon as possible.

Price

Tours cost £12 per adult and £8 per student. There is a minimum charge per adult group of £120 and per student group of £80.

Payment

The minimum group charge must be paid as a deposit to secure the booking. The deposit is not refundable.

Parking

There is no off-street parking for visitors or coaches. Please make arrangements with your coach company for the driver to return at an agreed time to collect your group. A location map is on our website.

Access

We welcome visitors with disabilities, but you should know that the West Cemetery has steps, steep and uneven paths and no seats. If you are concerned about the ability of members of your group to stand and walk unaided for 75 minutes please contact us. Some paths are soft or uneven and so not suitable for buggies or wheelchairs. Group arrangements need to be made.

Visitor comfort and safety

Visitors are asked to wear suitable footwear and to be prepared for all weathers. The tour takes place even if

it is raining, but we may have to cancel your tour due to strong winds or snowy or icy weather. In this case you will receive a full refund.

Photography

Visitors are welcome to take photographs during the tour except in specified locations and provided they do not delay the group. No filming, recording or tripods are allowed on the tour.

Other rules

- The group must stay together at all times in the West Cemetery. Bear this in mind particularly if you are bringing children.
- Group leaders are responsible for the behaviour of their group.
- Eating, drinking and smoking are not allowed on tours
- Mobile phones should be switched off
- Assistance dogs are welcome but please do not bring other animals with you.
- Visitors must not climb on or under any monument and should stay well clear of any monuments marked with yellow tape as they may be unstable.
- A full list of rules is available on our website.

Booking a tour

1. Please make sure that you have read all the information on this sheet.
2. Please contact Nick Powell on 020 8347 2475 or nick@highgatecemetery.org to discuss dates which might be available and to make a provisional booking.
3. As soon as your provisional booking has been confirmed, please return the completed *Group tour booking form*. If we do not receive this your provisional booking will be cancelled.
4. We will then forward you an invoice for the deposit which must be paid within two weeks. We prefer payment into our bank account, details of which will be on the invoice. We do not accept credit cards.
5. Please let us know of any change in anticipated numbers as soon as possible. We may not be able to accommodate any late requests which necessitate an additional guide.
6. Final numbers and full payment is due no less than 2 weeks before the date of your tour.

Group tour booking form

This form should not be completed until you have made a provisional booking by telephone and we have reserved a date for you.

WHO IS THE TOUR FOR?

Group name

Type of group

Organiser name

Address

Telephone

Email address

Mobile

WHEN? Please contact us to discuss availability before completing this form.

Date Time

HOW MANY PEOPLE DO YOU EXPECT TO HAVE IN YOUR GROUP?

Adults Students

ARE THERE ANY ACCESS REQUIREMENTS FOR VISITORS WITH DISABILITIES?

The West Cemetery has steps, steep and uneven paths and no seats.

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ANY GROUP INTERESTS? It can help our guides to know in advance if your group has any particular interests.

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ACCEPTANCE OF BOOKING CONDITIONS

I have read the information about group tours of Highgate Cemetery. In particular I understand that

- any payments made are not refundable
- full payment must be received at least ten working days prior to the tour
- as the organiser, I take responsibility for the behaviour of my group and I will ensure that they comply with the rules of Highgate Cemetery

Signed Date

OFFICE USE ONLY

Added to calendar?		Deposit amount		Deposit invoice no.		Deposit rec'd date	
Final numbers		Balance amount		Balance invoice no.		Balance rec'd date	
Guide 1 name		Guide 1 date booked		Guide 2 name		Guide 2 date booked	