

Group tours: what you need to know

Content

The tour of Highgate Cemetery West covers the history of the cemetery and a visit to some of the graves of people buried here. Tours are available in English only. The tour lasts about 75 minutes. Visitors may roam before and/or after their tour in the East Cemetery as they wish until closing time.

Group size

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

Times

Any weekday except Tuesdays, but not at 11.00am or between 1.00pm and 2.00pm, as we have public tours then on most days.

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 tour must be paid for in advance. We will invoice at least 6 weeks before the date.

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, 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 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*. Without this we cannot confirm your booking.
4. Depending on the numbers in your group, we will then send 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. Ring Nick Powell on 020 7347 2475, or email nick@highgatecemetery.org

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

Calendar/3 Rings
Guides
Invoices
Final number