

Notes for Group Organisers

St. Mary's is a lived-in Grade I historic house and still a family home. Whenever possible, members of the family and/or friends give a personal welcome to visitors. In December 2011 St. Mary's won the prestigious Hudson's Heritage award for the best restoration. St. Mary's has also been 'Highly Commended' in the Tourism ExSEllence Awards, and previously won a Tourist Board 'Warmest Welcome' commendation. Everything in our power is being done to preserve the fabric of this distinguished building of national importance. The support of organisers in bringing groups is vital to the continuance of its life as one of Britain's most remarkable historic monuments.

1. **Guided tours** of the house take approximately one hour. Your party will be divided into two or three smaller groups, each touring the house concurrently, meeting together for refreshments (as required) in our charming cottage tea-room, where you may also visit our souvenir shop.
2. Groups are shown round by our accredited house guides and members of the family, including the Curator, Mr. Roger Linton, and the head of the family, Mr. Peter Thorogood, when available.
3. **Refreshments:** Morning groups usually prefer to have coffee on arrival. Afternoon and evening groups usually prefer to take refreshments after the tour.
4. Final catering numbers must be confirmed at least **three (3)** days before your visit. Organisers are requested to choose ONE type of menu only for the whole group.
5. We suggest that you allow 2 - 3 hours for your complete visit to include time to enjoy refreshments and the extensive gardens.
6. Gratuities for our volunteer staff are at the discretion of the organiser.
7. No photography is allowed inside the main house.
8. Our car-park is sufficient to accommodate two coaches or approximately twenty (20) cars. **Please advise your coach-driver that our car-park is gravel-surfaced and they should REVERSE IN.** All drivers are welcome to join in a tour and take refreshments free of charge.
9. An **Access Statement** is available on request; this describes our access policy and any limitations for elderly or disabled visitors. This is also posted on our website. A toilet for the disabled is available.
10. Before returning the Booking Form, please telephone to ensure that the date of your intended visit is available.
11. Payment by cheque: Please make your cheque payable to "St. Mary's Bramber". Payment should be made at the time of your visit.

Payment by cash: Cash cannot be accepted from individual members of the group. Organisers should ensure that any monies are collected in advance of the visit. This avoids any queuing delays.
12. Group size: the minimum size is 15; we recommend that groups of less than this come on an open afternoon. The minimum charge for private group visits is equivalent to a group size of 15.

We hope that these notes will be of help. We very much look forward to your visit.

Peter Thorogood MBE FSA

Roger Linton MBE DesRCA