

## **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. Everything in our power is being done to preserve 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.

St. Mary's won the prestigious Hudson's Heritage award for the best restoration in 2011. In previous years St. Mary's has won a Tourist Board 'Warmest Welcome' commendation and been 'Highly Commended' in the Tourism South East Awards for excellence. We also received 'Highly Commended' in The Beautiful South Awards 2015–2016, and were shortlisted for the Hudsons Heritage Awards 2016 in 'The Best Hidden Gem' category.

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 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 of the house.
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 2½ - 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** (note: the width of the gates is 14 ft). 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 and a wheelchair ramp to the tea-room.
10. Before returning the Booking Form, please telephone the office to ensure that the date of your intended visit is available.
11. **Payment.** The **deposit** is payable at the time of booking; please pay by bank transfer:  
*St. Mary's Bramber, Sort code 20-12-75, Account number 20760684*  
The **balance** can be paid on the day of your visit by credit/debit card, or on receipt of an invoice. We regret we cannot accept payment by cash or cheque.
12. Group size: the minimum size is 10; 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 10.

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

*Peter Thorogood MBE FSA*

*Roger Linton MBE Des RCA*