

**Dear Excursion Organiser,**

With fascinating exhibitions and displays, peaceful surroundings, an excellent café and a well-stocked gift shop Hartlebury Castle is the ideal destination for group visits.

The Castle has been home to the Bishops of Worcester for over 1000 years. In recent years the Hartlebury Castle Preservation Trust has re-developed the site, opening new areas to visitors, thanks to a generous grant from the Heritage Lottery Fund. Today a visit to Hartlebury Castle includes a chance to explore the south wing of the Castle which was previously the Bishop's Palace and learn more about the history of the Castle and the people who used to live here. Visitors can also discover the State Rooms including the magnificent Medieval Great Hall and the Georgian Saloon, and on Tuesdays and Bank Holidays visitors are also able to view the Hurd Library.

In the north wing you can enjoy the fascinating displays and exhibitions which make up the Worcestershire County Museum. The Museum houses a diverse collection of objects including toys, domestic items, beautiful costume, craftwork by the Bromsgrove Guild and a host of horse-drawn vehicles including a very special collection of gypsy caravans. We also have room sets such as the Scullery, Schoolroom and Nursery which bring history to life within the walls of the Castle. Our galleries explore the history of our fascinating county through themes such as archaeological finds, the importance of water to the region and the county's agricultural history.

Outside visitors can enjoy a tranquil moat side walk, explore the Old Moat Coppice nature reserve or stroll around the Castle's Carriage Circle.

The Bishop's Table Café serves a range of tasty, homemade meals and snacks with a discounted menu for groups and we also have a lovely gift shop selling cards and gifts

For visiting groups we offer coach parking, special group menus in the Café, and free entry for your coach driver.

Opening times are Tue-Fri (10am-5pm) and weekends (11am-5pm). Group visits to the site cost £8.10 for adults and £7.20 for concessions, which allows access to the Bishops House, State Rooms, County Museum and Grounds. To receive these discounted prices your group must be a minimum of 10 people and your visit must be pre-booked. Private Group Visits to the Museum can also be arranged in an evening.

*The Friends of Hartlebury Castle & the Hurd Library* also offer private tours of the impressive Hurd Library and other parts of the Castle for pre-booked groups. These tours cost £11.50 per person and include access to the rest of the site before and after your tour. To make an enquiry about a Friends Tour please contact Penny Greenwood on 01299 253337 or email [fhchl-sec@outlook.com](mailto:fhchl-sec@outlook.com)

*Museums Worcestershire* also offer pre-booked groups a special behind-the-scenes tour of Museums Worcestershire's Collections Centre, our off-site store containing thousands of objects which we are unable to display in our museums. These tours cost £8 per person and are for a minimum of 8 people. For more information please see our website [www.museumsworcestershire.org.uk](http://www.museumsworcestershire.org.uk)

**What to do next:**

If you wish to make a booking, or have any other queries, please contact us first to check availability on 01299 250416 or email [museum@worcestershire.gov.uk](mailto:museum@worcestershire.gov.uk). Once a date has been decided on, please then complete the enclosed booking form and return it to us at least 2 weeks before your visit.

Enclosed is a sample group menu from the Bishops Table Café. If you make us aware that you will require catering during your visit we will pass your details to the Café who will then contact you to make arrangements. If there is anything you wish to speak to the Café about before booking your visit they can be contacted on 01299 251901 or email [catering@hartleburycastle.com](mailto:catering@hartleburycastle.com)

We look forward to welcoming you soon.

Best wishes,

*R. Robinson & P. Thomas*

**Rachel Robinson**, County Museum Manager  
**Penelope Thomas**, Audience & Engagement Manager





# Group visit booking form:

Name of Group/Society

Name and Address (for correspondence)

  
  


Telephone Number

Date of visit (please note we are closed on Mondays)

Number in Group (minimum 10 daytime, 25 evening)

Arrival time

Departure time

Please tick if you require use of the Café and agree to us sharing your contact details with the Café manager

Where did you hear about us?

Admission Type	Price	No. of people in group	Total to Pay
Adult (day)	£8.10		
Concessions (day)	£7.20		
Adult (private evening opening, Museum only)	£9		
Concessions (private evening opening, Museum only)	£8		
		<b>Total Price</b>	£

Signed

Date

Please return this form **at least two weeks** before the proposed visit to **Worcestershire County Museum, Hartlebury Castle, Hartlebury, Nr. Kidderminster, Worcestershire DY11 7XZ** or email to [museum@worcestershire.gov.uk](mailto:museum@worcestershire.gov.uk)

After receiving your completed form we will confirm your visit in writing. If you do not send us a completed booking form in advance we may have to charge your group the full admission rate.