

## GROUP EXPLORER PASS - TRADE INSTRUCTIONS 2010

The Historic Scotland Group Explorer Pass offers you the same great benefits as our Individual Explorer Pass and saves you the trouble of issuing and validating individual passes for each of your clients. Instead of giving each member of your group individual Explorers to access the sites you can now issue just one pass to cover everyone in your group.

### USING THE GROUP EXPLORER PASS

#### Step 1: Prior to visiting

- Historic Scotland will issue your company with a book of Group Explorer Passes prior to your visits. Each Group Passport will have a unique serial number and will be in triplicate (a white, blue and pink copy).
- The issuing company must complete the top part of the voucher prior to your groups departure with the following details:

**Name of Company**

**Group Ref.**

**Name of Group**

**Number in Group \***

**Valid for** (circle the duration of pass required)

\* This should be broken down by category (Adults/Concessions/Child), otherwise the adult rate will be applied to everyone in the group.

- The section for **Group Leader/Guide** can be completed and signed by your appointed group leader prior to or on arrival at the first HS property visited. Please note your Group Leader/Guide should not be added to the number of adults in the group as they are admitted free of charge (drivers are also entitled to free entry). If they are included on the pass numbers they will be charged for.
- The issuing company should retain the bottom copy (pink) as a receipt and pass the other two copies (white and blue) to the appointed group leader who will present these at the first property visited.

#### Step 2: Visiting HS properties

- On arrival at the first Historic Scotland property a member of our staff will check the details and ensure that the group numbers and breakdown of categories correspond with the details on the Pass.
- They will then complete the lower section of the Pass by adding the following details:
  - First property visited**
  - Staff signature**
  - Valid from** (date of first visit)
  - Valid to** (expiry date of Pass)
- They will also fill in the date and name of property visited in the relevant '**Dates pass used**' box i.e. on first day of use '**Day 1**' box will be completed, second day of use '**Day 2**' box completed, etc.
  - If more than one attraction is visited in any one day the name of that attraction will also be added to the '**Dates pass used**' box.

- Once details have been entered the top copy (white) will be returned to the Group Leader/Guide who will then use this to gain access to other HS properties. The blue copy will be retained by HS staff. This will be returned to the Travel Trade Team who will invoice you on a monthly basis for all entrances based on the information provided on the Pass.
- The Pass remains valid until the number of '**Dates pass used**' boxes completed matches the validation of the Pass (3,7 or 10 days).
- The Group Explorer Pass is valid for one entry per site only.

### **Step 3: Payment**

- Invoices will be sent out to you on a monthly basis and will detail all passes used over the period.
- Each book of passes has a high retail value so it is imperative that they are held in a secure environment. Companies will be held accountable for any passes lost in transit and charged accordingly.
- Spoiled passes must be returned to Historic Scotland ASAP. We require all three copies of any passes to be written off, or if a pass has been mislaid or lost, we require the pink duplicate to be returned to us, as well as confirmation in writing of the loss.

### **IMPORTANT NOTES**

- Please ensure that all details such as group numbers and admission categories (i.e. Adult, Concession and Child) are completed correctly as these will form the basis of your invoice and cannot be amended after visits have taken place.
- Any Group reference and Name of group detail on the Pass will be detailed in summary sheet which will accompany invoices.
- Passes can only be used for groups of 11 or more.
- There is no family category available.
- If you are also a member of our Voucher Incentive Programme please ensure your group leader is fully aware that if they hand over your voucher instead of the Group Explorer Pass you will be charged for each voucher entry as well as the Group Explorer Pass.

### **PRICES** (valid from 1<sup>st</sup> April 2010 – 31<sup>st</sup> March 2011)

The Trade rate includes 20% discount

	PER ADULT		PER CONCESSION		PER CHILD	
	Retail	Trade	Retail	Trade	Retail	Trade
<b>3 DAY (over 5 days)</b>	<b>£22.00</b>	<b>£17.60</b>	<b>£17.00</b>	<b>£13.60</b>	<b>£12.00</b>	<b>£9.60</b>
<b>7 DAY (over 14 days)</b>	<b>£31.50</b>	<b>£25.20</b>	<b>£24.00</b>	<b>£19.20</b>	<b>£17.50</b>	<b>£14.00</b>
<b>10 DAY (over 30 days)</b>	<b>£38.00</b>	<b>£30.40</b>	<b>£28.00</b>	<b>£22.40</b>	<b>£21.00</b>	<b>£16.80</b>

#### Definition of Categories

**Adult** 16-59 years

**Concession** 60yrs+, anyone in receipt of state benefits and full time students (on production of a valid ID)

**Child** 5-15 years (under 5s admitted free, therefore do not include them on the pass)

### **PLEASE RETURN CONTRACT & ORDER FORM TO**

Travel Trade Team

Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH

**Tel** +44 (0) 131 668 8664 **Fax** +44 (0) 131 668 8888

**Email** [hs.explorer@scotland.gsi.gov.uk](mailto:hs.explorer@scotland.gsi.gov.uk)