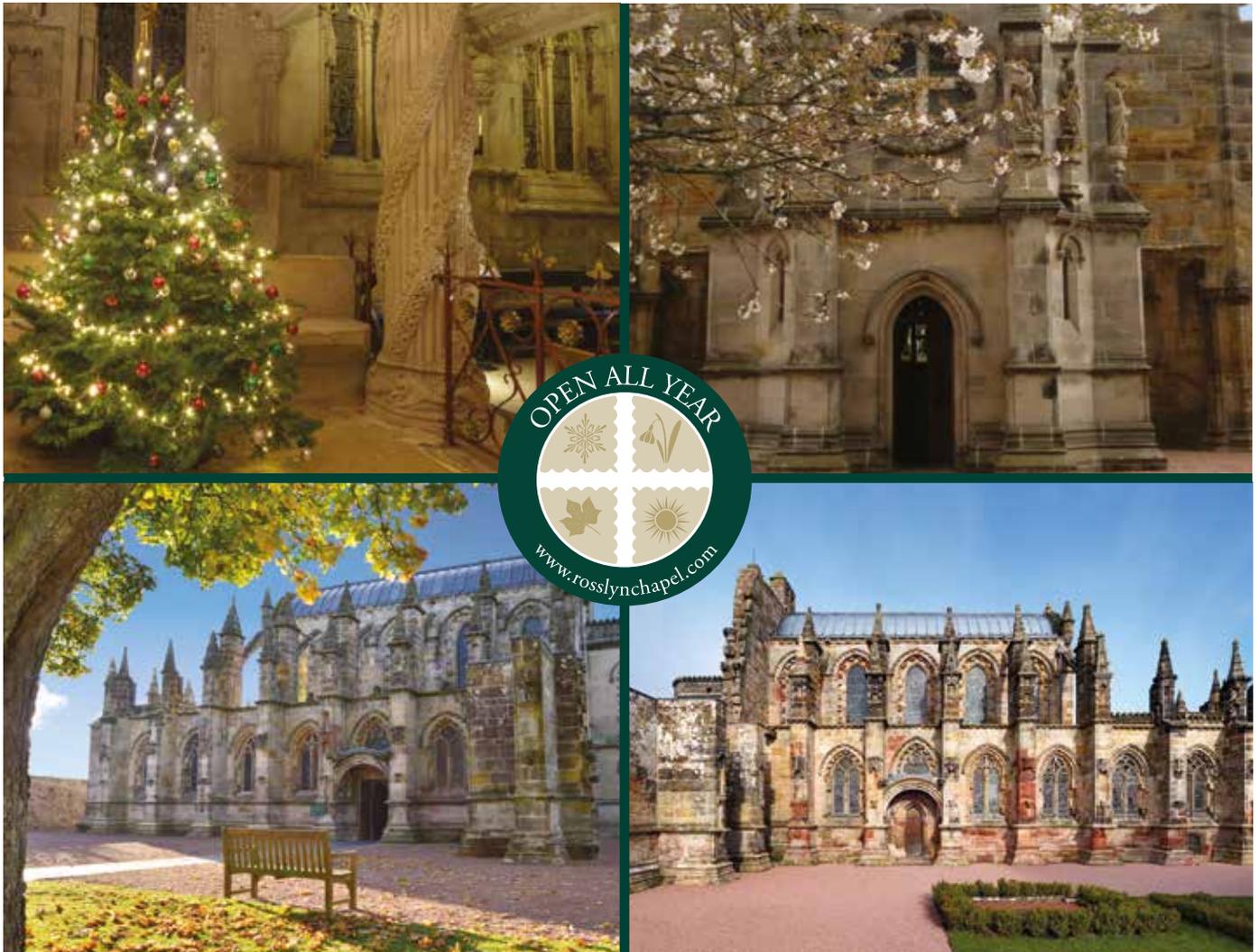


ROSSLYN CHAPEL 1446

GROUPS GUIDE 2018



We warmly welcome groups of visitors to Rosslyn Chapel and hope that this guide will help you to get the most out of your time here. Open all year round, the Chapel provides a fascinating visit if your group is interested in history or architecture, or just wants to appreciate some of the finest 15th-century craftsmanship to be seen in Scotland. The Chapel is situated in the village of Roslin, just a few miles from the centre of Edinburgh and close to the Scottish Borders – we'll look forward to welcoming you soon.

www.rosslynchapel.com



1. What to see and do

Founded in 1446 by Sir William St Clair, as the Collegiate Church of St Matthew, the Chapel took forty years to build and was incomplete at the time of Sir William's death in 1484.

Practically every surface of this unique building is carved in a breathtaking display of craftsmanship and, today, Rosslyn Chapel attracts visitors from far and wide, drawn by its fascinating history, its unique and mysterious carvings and the beauty of its setting. Its ornate stonework and mysterious symbolism have inspired – and intrigued – artists and visitors for generations. There are countless theories, myths and legends associated with the Chapel, many of which are impossible to prove or disprove conclusively.

Rosslyn has survived turbulent times and has recently been undergoing an extensive programme of conservation to ensure its long-term future. The visitor centre, opened in 2012, tells the Chapel's story – from its 15th century origins, through the Reformation, to *The Da Vinci Code* and beyond it.

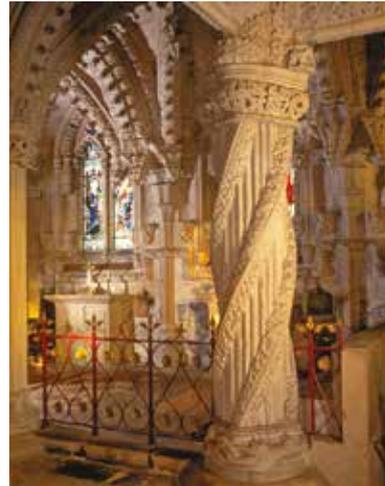
New welcome leaflets and carvings maps are available, free, of charge, in English, French, German, Spanish, Italian, Dutch, Russian, Polish, Japanese and Mandarin.

Our tour guides will be able to tell you about the Chapel's history and legends when your group visits. Information talks in English are given regularly and provide a fascinating introduction to Rosslyn Chapel. You may wish to time your arrival for the start of a talk – please ask for more details when you book. There is no additional charge for these.

Our souvenir guides, which are available in French, German, Spanish, Italian, Dutch, Russian, Polish, Japanese and Mandarin, provide a wealth of information and are available to purchase in our shop. They can also be ordered in advance so that your group members have them before their arrival.



Come face-to-face with over 550 years of history



See the famous Apprentice Pillar



Look for over 100 Green Men carvings



Spot the carving of the Angel playing bagpipes

Coffee Shop

Rosslyn Chapel Coffee Shop, located in the spectacular visitor centre, with magnificent views over Roslin Glen, uses the best of local suppliers to create a fresh and innovative menu. Our menu has a strong emphasis on fresh local produce. We are proud to support local suppliers who bring us fresh delicious products from the Lothians, Borders and Perthshire; and not forgetting our very own Saltire Patisserie who provide us with all bakery and patisserie items. On offer each day is freshly prepared tasty homemade soup, gourmet rolls and toasted paninis with a range of fillings to tickle your tastebuds, and a delicious range of cakes and pastries.

Our full menu can be downloaded from the website. We serve seasonal selections throughout the year and our food is, of course, complemented by a wide range of hot and cold speciality drinks, served by our specially trained baristas; perfect before or after a tour of the Chapel. Relax and enjoy a treat whilst taking in the spectacular views from the coffee shop or delightful terrace. Rosslyn Chapel's coffee shop is run by Saltire Hospitality, an award-winning Edinburgh based catering company.

If you would like to discuss catering please contact the coffee shop team direct on 0131 440 6297.

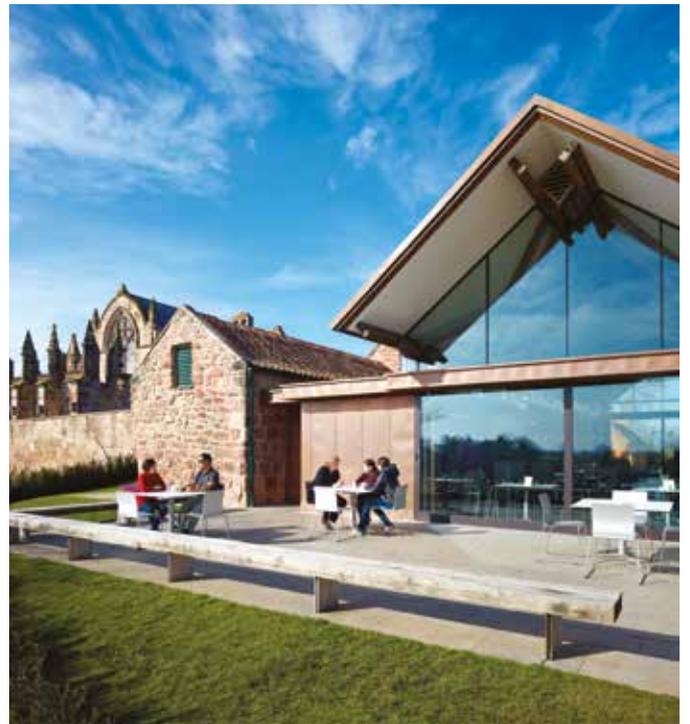
Gift Shop

Our gift shop provides a wide range of attractive and innovative souvenirs of your group's visit to Rosslyn Chapel. One of the best sellers is the official guidebook, written by the Earl of Rosslyn, whose family has owned the Chapel since its foundation. The guidebook is full of fascinating information and is beautifully illustrated, providing the perfect souvenir of a visit.

Getting Here

Just 7 miles south of Edinburgh city centre and 15 miles north of Peebles, Rosslyn Chapel is easily accessible. The Chapel is located within the village of Roslin, off the A701. If driving from Edinburgh, or the city bypass (A720) follow signs for Penicuik and look out for brown tourist signposts.

There is free parking at the Chapel. There is a good bus service (No 37) every day from the city centre to Roslin village and the Chapel is just a few minutes' walk from the bus stop.



2. Education groups

Rosslyn Chapel provides unique learning opportunities for schools, colleges, universities and adults and we would be delighted to discuss your requirements in more detail. Because you can view this unique little building on so many levels, it is very suitable for cross-curricular or community study. Whether exploring life in the Middle Ages, the effects of the Reformation on religious life, the use of technology in conservation or the challenges of maintaining a visitor attraction, you are sure to find something of interest to explore. Between October and March each year, primary school groups can take advantage of special tours run by our Junior Tour Guides, offered by Roslin Primary School children. To discuss your requirements, please contact our Learning Manager (learning@rosslynchapel.com) in advance of your visit.



3. Exclusive evening visits

Groups can arrange to have a special visit, outwith normal opening times, by prior arrangement. A typical evening visit will provide exclusive access to the site for around two hours, candles lit in the Chapel, guides on duty who can either provide a short introductory talk or simply answer questions, a copy of our official guidebook for each guest, drinks and canapés in the visitor centre, shop open for souvenirs if required and dedicated parking on site. Please get in touch with us to discuss how we can make your group visit even more memorable. Please email simon@rosslynchapel.com to arrange an evening visit.



4. Daytime events

At different times throughout the year, we organise a variety of living history demonstrations, concerts and recitals which can make a visit to Rosslyn Chapel even more memorable. In the approach to Christmas, more regular lunchtime recitals add to the special atmosphere of that time of year. Details will be published in the what's on section of our website (www.rosslynchapel.com) so keep an eye there and see if anything is planned which might just enhance your group's visit.



5. Essential information

Groups of more than ten must book in advance. Please see page 4 for booking details.

Approaching the Chapel

Chapel Loan, the lane from the village to the Chapel, is very narrow. This lane has a 20mph limit so please ensure that your coach approaches the Chapel slowly, as there may be other visitors walking to the Chapel. Coaches must not stop in the lane to drop off or pick up passengers. There is no charge for parking. Coaches and mini-buses should park in the overflow carpark (first left turning on Chapel Loan); there are 3 bays for coaches on the right hand side. Please ensure that coaches' engines are switched off while parked here.

On arrival

Please ask your group to wait together outside while you go into the visitor centre reception to check in (in wet weather, your group could wait on the coach while you check in at reception). Admission is free for group leaders and/or drivers.

Pre-paid or Tour Company paying on the day

– the tour leader should collect tickets from reception and distribute them to their group outside. It is important that tickets are handed out as they will be needed if members of your group leave the Chapel and would like re-admittance. If the tour leader or guide is paying on the day, please be ready to say how many tickets are at full price and how many are concessions. Please note that visitors claiming concession rate should have relevant identification as spot checks may be undertaken. Whenever possible, Chapel staff will open the green gate to bring the group into the Chapel grounds. Before entering the Chapel, it would be useful to point out to your group the way back into the visitor centre (past the stone sculptures alongside the stable block wall).

Passengers paying individually

– the tour leader should supervise their group as they queue to pay. As we often have more than one group and a number of individual visitors queuing in a very small area, it really helps us if you can ensure that your group stays together and is clearly identifiable. Please do not leave the group until all have been processed through. Our staff will really appreciate your help at this congestion point.

Inside the Chapel

Rosslyn Chapel Guides give a short talk in English about the Chapel at hourly intervals throughout the day, lasting for 15 to 20 minutes (shorter in August). Most talks take place inside the Chapel but some may be outside.

We also allow some time slots during the day for external guides to give their own short information talks to non-English speakers. Times are indicated in the terms and conditions (number 4).

A non-Rosslyn Chapel guide may speak to their group inside the Chapel only by prior arrangement. Only one group can be accommodated in each timeslot. If you have an authorised guiding slot, you should sit your group in the pews and speak from the front. The talk should last for no more than 15 minutes, allowing time for your group to look around the chapel for themselves. If you arrive at a time when guiding inside is not possible, you may deliver a short exterior tour. Suggested scripts are available on request.

Photography

Photography is not allowed within the Chapel, as this can distract and inconvenience other visitors, but there are no restrictions on taking exterior photographs for personal use. We do not permit drones to fly above the Chapel or grounds without prior permission. We are happy to provide group travel organisers with images for promotional use, on request

Access

The Rosslyn Chapel visitor centre is fully accessible to visitors with disabilities. The Chapel is a Medieval building, and therefore has some access restrictions, which are detailed fully on our website www.rosslynchapel.com. The Chapel entrance is only 66cm (26 inches) at its widest point, and this is not accessible for larger electric or sports wheelchairs. A wider entry via the Baptistry is possible with help. Please indicate if a group member might require this, in order that we can provide staff assistance. The Crypt is down a very steep flight of steps and is not recommended for anyone with mobility problems. An audio guide is available for visually impaired visitors, please ask for the audio description handset on arrival.

A handset with a signed tour of the Chapel is also available for visitors who use BSL. If you have any doubts, please contact us for advice prior to visiting, as we would not wish you to be disappointed.

If your group has members who would like to use our induction loop via the T-switch on their hearing aids, please tell our guides on arrival, to ensure that their microphones are switched on.

A Working Church

Rosslyn Chapel is still a working church and may have to close to visitors occasionally for weddings or funerals. Any changes to the normal opening times will be posted on our website. Visitors to the area are welcome to attend morning service on Sundays at 10.30am, but please note that this is a religious service for the congregation and is not suitable for groups or non-religious visitors.

On Sundays, the Chapel and visitor centre (including shop and coffee shop) open to visitors at 12 noon. Short prayer services, lasting around 10 minutes, take place at 12 noon on Mondays, Wednesdays and Fridays.

6. Other things to see and do locally

There are many nearby attractions, which can help extend your group's visit to Rosslyn Chapel into a full day or short break. Here are some ideas –

In Midlothian

National Mining Museum
www.nationalminingmuseum.com

Dalkeith Country Estate
www.dalkeithcountryestate.com

Butterfly and Insect World
www.edinburgh-butterfly-world.co.uk

Arniston House
www.arniston-house.co.uk

Crichton Castle
www.historic-scotland.gov.uk

In Edinburgh

St Giles' Cathedral
www.stgilescathedral.org.uk

Canongate Kirk
www.canongatekirk.org.uk

St Mary's Cathedral (Scottish Episcopal Church)
www.cathedral.net

In the Borders

Traquair House
www.traquair.co.uk

Abbotsford
www.scottsabbotsford.co.uk

You will find more information and suggestions at the websites www.visitmidlothian.org.uk and www.visitscotland.com

7. Booking a visit

Please see our terms and conditions for booking.

Admission prices for 2018 are £9 for adults and £7 for concessions (over 60, unemployed, student, Armed Forces).

Rosslyn Chapel is open every day except 24 and 25 December and 31 December and 1 January. The average length of a visit varies but you should allow between one and two hours for your group visit.

Our opening times are:

2 January - 31 May

Mon - Sat 09.30 - 17.00

Sun 12.00 - 16.45

1 June - 31 August

Mon - Sat 09.30 - 18.00

Sun 12.00 - 16.45

1 September - 30 December

Mon - Sat 09.30 - 17.00

Sun 12.00 - 16.45

Last admission 30 minutes before closing

Groups must book in advance by contacting Rosslyn Chapel Trust – Tel. 0131 440 2159
Email: mail@rosslynchapel.com

7. Keep in touch!

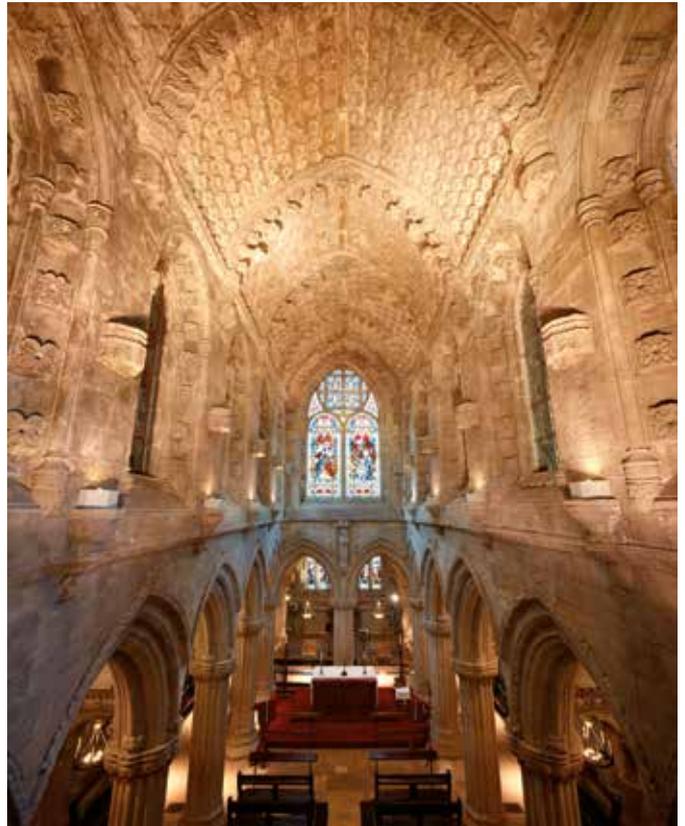
You can keep in touch with us through our e-newsletters or by following us on

 twitter.com/rosslynchapel and

 facebook.com/RosslynChapelTrust

We welcome your feedback, telling us what you liked most about your visit, or giving us ideas on how to improve the experience for other groups visiting the Chapel.

Please email your feedback or your contact details for our mailing list, to director@rosslynchapel.com



Terms and Conditions

Rosslyn Chapel is a small site and can be very busy at times. To ensure that your group, and other visitors, can get the most from their time here, we have terms and conditions for group visits. By making a booking with us, you are agreeing to these.

1. Groups must be booked in advance. You will be given a booking reference which must be provided on arrival. Without the booking reference, we cannot guarantee entry at the intended time.
2. All English-speaking groups should be booked onto the information talks, which we provide throughout the day. The times of the information talks are published on our website but we reserve the right to amend these, as necessary. Due to the size of Rosslyn Chapel, we can only accept one external group at any time slot. Please be aware that if you do not book, and a group is already in the Chapel, you may not be able to visit. The talks will start promptly and unfortunately cannot be delayed if your group is late.
3. We do not allow translated tours, while our guides are speaking, without prior agreement.
4. Guides with non-English speaking groups of 10 or more can pre-book a short speaking slot inside the Chapel. The guide must ask the group to remain seated whilst speaking, and should restrict their talk to 15 minutes (10 minutes in August). They cannot walk around with their group. Times which can be booked are: Monday to Saturday: 9.30am, 1pm and 3.30pm; Sundays: 3.30pm (but not Sundays in June, July and August as the Chapel can be very busy in these months). We can provide a script which an outside guide may translate into the required language and deliver partly on the bus, or in the grounds before entering the Chapel.
5. If your group is late for your specified booking, we cannot guarantee entry at the intended time. Tour times are not flexible and cannot be extended. If you arrive late, you may miss part of the tour, or may not be able to visit the Chapel at the intended time.
6. If you have arranged to give your own information talk you must still be finished by the original pre-booked time.
7. If you cancel the booking within 48 hours of the date of the visit, 50% of the total cost will still be due.
8. Payment is required on or before the day of the visit and should be made in cash or by credit/debit card. Receipts will be posted or emailed if requested. Once numbers are confirmed and payment has been taken by credit/debit card, no refund can be given for any individual(s) not attending on the day of the visit.
9. Tour company vouchers are accepted. The voucher should quote our booking reference, your group reference or purchase order number, and show clearly the number of visitors you are bringing. Please state whether the visitors are full-price or concession. Please note that once the voucher has been accepted, no changes can be made, so your group leader should ensure that numbers are correct before signing the voucher.
10. Please ensure that your group members are aware that no photography is allowed inside Rosslyn Chapel.
11. On arrival, your group leader should enter the shop to arrange payment. Anyone claiming a concession should have the relevant ID as they may be asked to show it. Please note that your group leader/guide must follow any instructions or guidance given by our staff during the visit.
12. Tickets are valid for the whole day and must be shown for readmission. Please ensure that tickets are given out to group members to facilitate this.

All details correct at time of publication.