

Landside Tour Terms and Conditions

All groups participating in a 'Landside Tour' of London City Airport must adhere to the following terms and conditions. Please ensure that you read these terms and conditions thoroughly before submitting the attached booking form.

- (a) London City Airport is committed to supporting its local community, for this reason, priority will be given to tour groups whose organisation/group is located in the London Borough of Newham and thereafter to the surrounding 'local' boroughs, including the London Boroughs of Tower Hamlets, Hackney, Waltham Forest, Redbridge, Lewisham, Southwark, Barking & Dagenham, Greenwich, Bexley, Havering and the district councils of Bexley and Epping Forest.

(b) Tours are provided for groups studying aviation or a subject related to working in an airport environment and aviation special interest groups only.

(c) London City Airport will endeavour to accommodate your group on your preferred date. However, due to operational reasons this may not always be possible.
- All tour groups must have a tour leader who is responsible for the group and will act as a single point of contact.
- For safety and security reasons, we can only accept tour groups that consist of a maximum of 12 people per group. The tour leader should be included in this number.
- For health and safety regulations, all tour participants' must be aged 8 years and above.
- At all times, tour groups must follow the instructions provided by staff at London City Airport.
- The completed and signed form can be returned to Community Relations Department by post, email or fax. Upon receipt of your Tour Booking Form, you will be contacted by the Community Relations Department to secure your group's tour date and time.

Any queries with regard to the above terms and conditions should be addressed to:

Elizabeth Hegarty
Community Relations Manager
City Aviation House
London City Airport
Royal Docks
LONDON
E16 2PB
Tel: 0207 646 0042
Fax: 0207 473 3105
E-mail: elizabeth@londoncityairport.com