

GROUP DAY BOOKING FORM

OFFICE USE ONLY

Deposit paid: £

Balances paid: £

Total paid: £

Inv No:

Name of Group: _____

Day and Date of event: _____

Time of arrival & departure: _____

Expected no. of participants: _____

Will your group require additional rooms? Yes/No (please discuss in advance)

Equipment required: Screen Flip Chart Paper & Pens DVD

(a small charge of £5.00 will be made for each piece of equipment)

Contact Name: _____ Tel No: _____

Email Address: _____

Invoice address: _____

Refreshments: We serve coffee on arrival unless otherwise requested and tea & cake in the afternoon. **Additional hot drinks £1.00 per person** please confirm your requirements at time of booking.

Food: There are typically 2 menu choices although we're happy to discuss alternatives. Please indicate your group's menu preference:

Home made soup, ploughmans/jackets (please see Tariff sheet)

2 course cooked meal

Are there any special dietary requirements? Yes/No (If yes please indicate below)

Vegetarian x _____

Dairy free x _____

Wheat/Gluten free x _____

We ask individuals to discuss dietary needs with us tel 01884 829000.

Are there any special requirements regarding disabilities? _____

(Please note that wheelchair access is limited to the ground floor)

Confirmation of Booking

I agree to the conditions outlined on the Tariff sheet and enclose a 20% deposit. (**Minimum deposit £50**).

Signed: _____

Mill House Retreats

Rocknell Manor Farm, Westleigh, Tiverton, Devon EX16 7ES

janetaylor@millhouseretreats.co.uk

www.millhouseretreats.co.uk

TARIFF

Please note that the following prices include the hire of room:

Soup / Ploughmans	£20.00 per person charitable groups (private rates available)
2 course cooked meal	£25.00 per person charitable groups (private rates available)

CANCELLATIONS

If a booking is cancelled less than 2 weeks before the event, the full amount will be payable regardless of whether or not we have received a signed booking form.

FOOD

Final numbers together with any special dietary requirements should be confirmed by telephone two weeks before the event.

QUIET DAYS

Reverend Jane Taylor is available to lead groups, an appropriate charge can be discussed for this ministry.

REMITTANCES

Cheques should be made payable to Mill House Retreats, we are happy to acknowledge receipt of payments by e-mail, if you require a receipt please enclose a stamped addressed envelope. Bacs payments to Sort code 09 06 66 Account no: 41787715 please inform us when payment has been made so that we can receipt it correctly.

ROOM HIRE

Please note that we reserve the right to reallocate rooms to maximize our use of the retreat.

TRANSPORT

Wherever possible please encourage members of your group to car share. For those wishing to use public transport Tiverton Parkway station is close by and taxis are usually available. The retreat may be able to provide transport, at a small charge of £5 each way.

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