

GROUP RESIDENTIAL BOOKING FORM

OFFICE USE ONLY

Deposit paid: £

Balances paid: £

Total paid: £

Inv No:

Name of Group: _____

Start Date and time of arrival: _____

End Day and time of departure: _____

Expected no. of participants: ____ No. of Bedrooms required: _____ (We currently have 7 bedrooms which can accommodate up to 14 persons, in combinations of double, twin and single rooms, 5 bathrooms 3 of which are en-suite. We ask you to discuss the allocation of rooms for your group and advise us so that beds can be made accordingly.)

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

Equipment required: Screen Flip Chart Paper & Pens DVD

(a small extra charge of £5.00 for each piece of equipment.)

Contact Name: _____ Tel No: _____

Email Address: _____

Contact address: _____

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

Vegetarian x _____

Dairy free x _____

Wheat/Gluten free x _____

We ask guests to contact us to discuss any dietary needs, a small charge may be made in certain cases. We do NOT cater for guests with life threatening allergies where a nut free kitchen must be guaranteed.

Are there any special requirements regarding disabilities? _____

(Please note that wheelchair access is limited to the ground floor, there are currently no bedrooms available with wheelchair access)

Confirmation of Booking

I agree to the Conditions outlined on the Tariff sheet and enclose a non-returnable deposit of **£60pp**. Cheque made payable to Mill House Retreats, Bacs payments payable to Sort code 09 06 66 Account no: 41787715 booking reference is name/date of booking. Please advise as soon as a bacs payment is made and we can receipt it correctly. (**Balance payable 2 weeks before arrival or full amount if arrival date is within 2 weeks**).

Linens and hand towels are provided, however, please advise group members that they should bring a shower towel. (There is an extra charge of £3 if you need us to supply a towel)

Signed:

Tariff

CONDITIONS

- Bookings are confirmed on receipt of the signed booking form together with the correct non-returnable deposit.
- Bedrooms are normally available from 4pm on the day of arrival and should be vacated by 10am on the date of departure. It is sometimes possible to offer a later check out by prior arrangement.
- With the exception of guide dogs, we regret that we cannot accommodate guests' pets.

CANCELLATIONS

We strongly recommend you take out cancellation insurance, should your group or any member of your group need to cancel the following conditions will apply. Cancellations notified between 2 and 4 weeks of arrival 50% of the full fee is payable. If a booking is cancelled less than 2 weeks before the event the full amount will be payable regardless of whether we have received a signed booking form.

FOOD

Please advise us of any special dietary requirements by telephone no later than one week before arrival.

ROOM HIRE

Please note that we reserve the right to reallocate meeting 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 help with transport for a small charge of £5 each way.

Mill House Retreats

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

Tel No: 01884 829000

janetaylor@millhouseretreats.co.uk

www.millhouseretreats.co.uk