

WHOLE HOUSE 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 guests: ____ No. of Bedrooms required: _____ (We currently have 7 bedrooms which can accommodate up to 15 persons, in combinations of double, twin and triple rooms, 5 bathrooms 3 of which are en-suite. We ask you to discuss the allocation of rooms for your group so that beds can be configured accordingly.

Contact Name: _____

Tel No: _____

Email Address: _____

Contact address: _____

Please provide names and addresses of members of your party on arrival for registration.

Please note: There are currently **no** disabled facilities upstairs.

BOOKING CONDITIONS

Bookings are confirmed on receipt of the signed booking form together with the correct non-returnable deposit.

Check in is normally from 4pm on the day of arrival and should be vacated by 10am on the date of departure, unless agreed otherwise in advance.

With the exception of guide dogs or by prior agreement, we regret that we cannot accommodate guests' pets.

Linens and hand towels are provided, however, please advise all members of your party to bring bath/shower towels (we have a plentiful supply if required for a small charge of £3).

- Full payment is required no later than 4 weeks before the event.
- Cancellations notified less than 8 weeks before the event full payment is required, 8-10 weeks before 50% will be payable.
- A deposit of £250 will be held against any damages exceeding normal wear and tear, incurred against the property or its contents, this figure may not cover the full extent of any possible damages but is a deposit in the event of something occurring and will be returned in full otherwise.
- The kitchen should be left in a clean and clear state with all washing up done. If specialized cleaners are required to be brought in to reinstate the kitchen or indeed, any part of the property, there will be an appropriate charge for this.
- Please note the property is bounded by a small stream and parental supervision is required at all times for small children much as you would at the seaside.

TARIFF

This will vary according to season and group size, we are happy to discuss your requirements and price accordingly.

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 up to 12 weeks before arrival 50% of the full fee is payable. If a booking is cancelled less than 8 weeks before the event, the full amount will be payable regardless of whether or not we have received a signed booking form. Should we manage to cover the cancellation with another booking we will reimburse in whole or part according to the value of the new booking.

REMITTANCES

Cheques should be payable to Mill House Retreats (enclose a SAE or e-mail if you would like a receipt).

Payments can be made by BACS, if using this method of payment please send an e-mail notifying us when you have made the payment so it can be receipted correctly and ensure that your group name/booking date is quoted as a reference.

Account Name: Mill House Retreats

Account number: 41787715

Bank Sort Code: 09 06 66

TRANSPORT

The car parking is generous on site, wherever possible encourage people to car share. For those wishing to use public transport Tiverton Parkway station is close by and taxis are usually available (Parkway Taxis).

Confirmation of Booking

I agree to the Conditions outlined and enclose a non-returnable deposit of **£300**, cheque made payable to Mill House Retreats. Bacs payment sort code 09 06 66 account no: 41787715 please let us know when bacs payments are made and we can receipt it correctly.

Balance payable 4 weeks before arrival.

Signed:

Mill House Retreats

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

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www.millhouseretreats.co.uk