**GROUP RESIDENTIAL** BOOKING FORM

OFFICE USE ONLY

Deposit Paid £

Balance Paid £

Total Paid £ Inv No:

**Name of Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Date and time of arrival**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End date and time of departure**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected number of participants: \_\_\_\_\_\_\_\_\_ No. of Bedrooms required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Wecurrently have 7 bedrooms, which can accommodate up to 15 persons, in combinations of double, twin and a triple room. There are 4 en suite rooms, 1 further bedroom has its own bath/shower room and the remaining two rooms share a bathroom. Please discuss specific room configurations with us in advance of your arrival and we will endeavour to accommodate them.

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

**Equipment required:** Screen [ ] Flip Chart [ ] Paper & Pens [ ] TV/DVD [ ]

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

**Contact Name:**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Are there any special dietary requirements:** Yes/No (If yes, please indicate numbers below)

 Vegetarian [ ] \_\_\_\_\_\_\_

 Pescatarian [ ] \_\_\_\_\_\_\_

 Dairy free [ ] \_\_\_\_\_\_\_

 Wheat/Gluten free [ ] \_\_\_\_\_\_\_

**Please discuss any special dietary requirements no later than a week before, tel 01884 829000**

**A small charge may be made in certain cases.**

**We do NOT cater for guests with life threatening allergies, as we cannot guarantee an allergen or nut free kitchen.**

**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 non-returnable deposit of £60 per person. Cheques made payable to Mill House Retreats. BACS information overleaf.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please bring a bath towel with you.** (We can supply towels at an extra charge of £3 each.)

**Mill House Retreats**

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

 janetaylor@millhouseretreats.co.uk

[www.millhouseretreats.co.uk](http://www.millhouseretreats.co.uk)

01884 829000

**Tariff**

**Please see website for details. Prices include hire of Meeting room.**

**Cancellation**

**We strongly recommend you take out cancellation insurance. If you prefer not to take out insurance you must be aware there will be a cost should you need to cancel. Between 2 and 4 weeks prior to date of arrival, 50% of the full fee is payable, less than 2 weeks the full fee is due** (regardless of whether we have received a signed booking form). Please make any members of your group aware of booking conditions.

**Food**

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

**Quiet Days**

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

**Remittances**

Cheques should be made payable to Mill House Retreats. On request, we are happy to acknowledge receipt of payments by e-mail, or please enclose a stamped addressed envelope.

Bacs payments to

Sort code 09 06 66

Account no: 41787715.

Please ensure all payments are referenced by a booking date/contact name, and inform us when payment has been made so we can receipt it correctly.

**Room Hire**

Please note that we reserve the right to allocate rooms to maximise use of the retreat.

**Transport**

Where possible, please encourage members of your group to car share.

Tiverton Parkway Railway station is close by, and the retreat may be able to provide transport at a charge of £5 each way. Please discuss at time of booking.

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