**WHOLE HOUSE** 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 guests: \_\_\_\_\_\_\_\_\_ Adults \_\_\_\_\_\_\_ Children \_\_\_\_\_\_\_\_**

**Please specify children’s ages:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Wecurrently have 7 bedrooms, which can accommodate up to 14 persons, in combinations of double and twin. There are 4 en suite rooms, 1 additional bedroom has its own bath/shower room and the remaining two bedrooms share a bathroom. We ask you to discuss the allocation of rooms for your group if you would like beds to be configured in a particular way ie double or twin.

We also have a cot, 2 travel cots and a high chair. Bedding may be available on request.

Please indicate your requirements:

Cot [ ] Travel cot [ ] High chair [ ]

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note: wheelchair access is limited to the Ground floor. There are 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.

DOGS – Following discussion and by prior agreement, well behaved dogs may be permitted for a fee of £20 per dog. We ask you to bring towels to dry your dogs’ feet and request that they remain on a lead in the grounds. There is plenty of open countryside on the doorstep.

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 CASH deposit of £250 on arrival 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.**

**Cooking – The Aga will be available for your cooking during colder winter months.**

**• 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 made payable to Mill House Retreats (enclose an 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

Sort Code: 09 06 66

**TRANSPORT**

The car parking is very generous on site, but 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 details as above. Please ensure all payments are referenced by date/contact name and 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

 janetaylor@millhouseretreats.co.uk

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

01884 829000