

GROUP BOOKING FORM – MILL HOUSE RETREATS

Please telephone 01884 829000 to discuss your booking before returning this form.

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: OHP Flip Chart Flip Chart & Paper
Note: a small extra charge will be made for equipment: £3.00 OHP/Flip chart (£5.00 with paper)

Contact Name: _____ Tel No: _____
Email Address: _____

Invoice address: _____

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

Food: There are 2 menu choices. Please indicate your group's menu preference:
Home made soup and ploughmans (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 _____
Gluten free x _____

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 £30).

Signed: _____

Mill House Retreats

OFFICE USE ONLY
Deposit paid: £
Balances paid: £
Total paid: £ Inv No:

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 rooms:

Soup and Ploughmans	£20.00 per person (charitable groups £15.00)
2 course cooked meal	£25.00 per person (charitable groups £20.00)

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 a week before the event.

QUIET DAYS

Reverend Jane Taylor is available to lead Group Quiet Days at a charge of £40 for the day.

REMITTANCES

Please make cheques payable to Mill House Retreats stating Invoice No. and date of event.

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.

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