

SHALLOWFORD HOUSE

Lichfield Diocesan Retreat House and Conference Centre

Shallowford, Stone, Staffordshire ST15 0NZ

Tel: 01785 760233

E-mail: info@shallowfordhouse.org

www.shallowfordhouse.org

BOOKING FORM for NON-RESIDENTIAL EVENT

(please use CAPITALS)

ON BEHALF OF (organisation)

FOR (purpose of booking)

Name

Address

.....

.....

..... Telephone

E-mail address

BOOKING DATE

Time of arrival

Time of departure

NUMBERS ATTENDING

MEETINGS ROOMS REQUIRED

(Rooms will be allocated based on the numbers booked, for sole use of the building see 'Terms and Conditions' for minimum paid numbers)

A non-refundable deposit of £10 per person is required to secure booking.
(Cheques made payable to 'Shallowford House')

DEPOSIT ENCLOSED £

SPECIAL REQUESTS.....

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I have read and agree to abide by the "TERMS AND CONDITIONS" overleaf.

SIGNATURE.....**DATE**.....

Day Visitor Booking Terms and Conditions

- **Exclusive day use** of Shallowford House facilities is available for groups of 40 or more paid places.
- **Arrival and departure times** are strictly in accordance with the booking information supplied in advance of the visit.
- **Refreshments** will be supplied as requested. Additional refreshments will be invoiced separately.
- **Provisional Bookings** made by phone or in writing without a deposit will be held for a maximum of 14 days from the date of acceptance.
- **Deposit:** A deposit of £10 per person is required with all day visitor bookings and should be returned with the booking form. All deposits are NON REFUNDABLE. In the case of a booking made more than nine months in advance the amount of deposit to be paid is £100. Following acceptance an invoice for the remainder of the deposit will be issued and you will be advised of further payment dates.
- **Confirmed Bookings:** A booking is only considered confirmed on receipt of a completed booking form and deposit.
- **Cancellation Policy:** We do not enjoy charging a cancellation fee. However, due to high overhead costs, we regret that we have to charge you should you have to cancel for whatever reason. These charges apply in all cases. Therefore, we strongly recommend that where possible cancellation insurance be obtained. The charges (per person cancelling) are as follows:
 - Within 6 months of arrival 25% of full fees
 - Within 3 months of arrival 50% of full fees
 - Within 1 month of arrival 75% of full feesNo refund can be made after that date.
- **Special Diets:** The catering team are happy to cater for those on vegetarian diets or those needing a special diet for medical reasons. Please notify us two weeks prior to your visit so that we may cater for those diets requested.
- **Room allocations:** Only rooms that were requested at the time of booking can be guaranteed as available.
- **Liability:** Shallowford House is covered by Public Liability. Groups requiring personal cover are advised to take out their own insurance.