

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

OPEN PROGRAMME BOOKING FORM

(please use CAPITALS)

EVENT

DATE

Name

Address

.....

.....

..... Telephone

E-mail address

A non-refundable deposit of £10 per person for a day booking, £25 per person for a residential booking is required to secure booking.

(Cheques made payable to 'Shallowford House', card payments can be made by phone.)

DEPOSIT ENCLOSED £

ANY SPECIAL REQUIREMENTS

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.....

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

SIGNATURE.....DATE.....

Open Programme Booking Terms and Conditions

- **Vacating your room:** Accommodation is available for occupancy from 4pm on the day of arrival and should be vacated by 10am on the day of departure (2pm on Sunday).
- **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 for a day booking, £25 per person for a residential booking per person is required with all residential bookings and should be returned with the booking form. All deposits are NON REFUNDABLE.
- **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 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.
- **Liability:** Shallowford House is covered by Public Liability. Groups requiring personal cover are advised to take out their own insurance.