

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

RESIDENTIAL BOOKING FORM

(please use CAPITALS)

ON BEHALF OF (organisation)

FOR (purpose of booking)

Name

Address

.....

.....

..... Telephone

E-mail address

BOOKING: from 4pm on.....

to 10am on

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 £25 per person is required to secure booking.
(Cheques made payable to 'Shallowford House')

DEPOSIT ENCLOSED £

SPECIAL REQUESTS.....

.....

.....

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

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

Residential Booking Terms and Conditions

- **Exclusive use** of Shallowford House accommodation and facilities is available for groups of 22 or more paid places.
- **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 £25 per person is required with all residential 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 £250. 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.
- **Child Reductions** apply where children are sharing a room with their parent/carer.
- **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 fees
No 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:** when numbers are confirmed we will send out a list showing which rooms are available for your group to use. Please return this completed two weeks before your visit.
- **Liability:** Shallowford House is covered by Public Liability. Groups requiring personal cover are advised to take out their own insurance.