



LLANGASTY RETREAT HOUSE

Group Booking Form

Name of Group/Organisation:

Day / Residential* Arrival: Date:..... Year:..... Time.....

 Departure Date:..... Year..... Time.....

Day group bookings are normally from 9.30am to 4pm, unless agreed otherwise

Group Size:.....

Deposit: £ A non-returnable deposit of 10% of the total cost is payable at the time of booking. Please make cheques payable to 'Llangasty Retreat House'.

Are you willing to share the House: Yes/No* (If NO a minimum charge for 16 people will be made)

Equipment available - please indicate:

OHP & Screen - Flipchart & pens - DVD player - CD player - Data Projector

Cancellation Fees: These are charged on all cancelled bookings (full or partial) and are based on the numbers given on this form or revised numbers subsequently advised in writing.

If less than 6 months notice of cancellation is given **50% of the full fee will be charged**

If less than 3 months' notice **75%**

If less than 1 months' notice **100%**

We recommend that you consider taking out insurance against the possibility of making a cancellation.

I confirm that I have read and understood the terms and conditions detailed on this booking form.

Signed:..... **Date:**.....

Name: (please print)

Address:

.....**Postcode:**.....

Telephone:..... **Email:**.....

Special needs: eg food/vegetarians, or mobility

.....
**Please delete as appropriate*