

St Peter's Bourne Christian Education & Spirituality Centre

# Booking Form

## PERSONAL DETAILS

Name of Group / Individual

Address

Postcode  Telephone (inc code)

email (if available)

## BOOKING ST PETER'S BOURNE AS A VENUE

Number of places  Contact name

Starting date  Arrival time

Departure date  Departure time

## BOOKING FOR AN EVENT (OR EVENTS)

Number of places  Contact name

Name of event

Date

## PAYMENT

I am enclosing a £10 deposit (individual)

I am enclosing a £100 deposit (group)

*Please tick the appropriate box. Deposits are non-refundable and cancellation fees for group bookings come into effect on receipt of booking.*

Make all cheques payable to: **St Peter's Bourne Management Co.** Return this booking form to: St Peter's Bourne Christian Education & Spirituality Centre, 40 Oakleigh Park South, Whetstone, London. N20 9JN. *If you require a receipt please include a self-addressed, prepaid envelope with this booking form.*

## GROUP FACILITATORS REQUIREMENTS

If you require any of the following please tick the appropriate boxes

Flip chart	<input type="checkbox"/>	Some sessions only	<input type="checkbox"/>	duration of stay	<input type="checkbox"/>	Contact me about other facilities <input type="checkbox"/>
Overhead projector	<input type="checkbox"/>	Some sessions only	<input type="checkbox"/>	duration of stay	<input type="checkbox"/>	
Multimedia projector	<input type="checkbox"/>	Some sessions only	<input type="checkbox"/>	duration of stay	<input type="checkbox"/>	
Use of chapel	<input type="checkbox"/>	Some sessions only	<input type="checkbox"/>	duration of stay	<input type="checkbox"/>	

Names of those attending and any dietary requirements should be sent with this booking form. Alternatively, we will need this information no later than 14 days before arrival. Also consider whether your event requires CRB disclosure to help protect children and the vulnerable.

## ANY OTHER INFORMATION

Please include extra information that will make your stay more enjoyable - e.g. a special diet. (You may wish to include this important information on a separate piece of paper.)

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**Please make sure you read the terms and conditions accompanying this booking form.**

# St Peter's Bourne Christian Education & Spirituality Centre

## Terms and Conditions of Bookings

### 1. Provisional Reservations

Provisional Reservations will be held for up to two weeks from the date of enquiry. Thereafter no guarantee of availability can be given unless this form and deposit have been received.

### 2. Prices

Prices charged for all individuals and groups are those in effect at the time of the visit. Efforts are made when quoting prices to be as realistic as possible (particularly when quoting over a year ahead), but the individual/ group organiser should be aware that when prices are reviewed (normally each October) the revised prices will be applied to all bookings after that date. Such increases have usually been small, but it would be wise always to allow for the possibility of say a £3 increase on the quoted price per head, just in case.

### 3. Payment

Payment should be by cash, cheque or BACS. **NB: Payment is due on or before departure.**

### 4. Cancellation Charges. (*Notice of cancellation should be in writing.*)

Cancellation charges will be made in the event of a cancellation as follows:

More than four months given: deposit forfeited

Less than four months but more than four weeks notice; 75% of full fee, based on the number of delegates (including the deposit being forfeited).

Less than four weeks notice: 90% of full fee, based on indication of minimum delegates (including the deposit being forfeited).

### 5. Insurance

In view of the above cancellation charges, individuals and group organisers are advised to take out insurance against the possibility of cancellation or reduction in the size of group.

### 6. House Facilities

The Warden reserves the right to allocate House facilities as appropriate, especially when two or more groups are sharing the House.

### 7. Animal Assistance

With the exception of Assistance Dogs, no animals may be brought into the House.

### 8. Child Protection & Health & Safety

It is the responsibility of group organisers to ensure that best practice and ratios are adhered to. Groups must comply with the House Health and Safety Policy, a copy of which is available from the office.

### 9. Responsibility for Booking

The signatory on the Booking Form must accept the Terms and Conditions. In signing the Form they indicate such acceptance and that they have read and understand the Terms. They will be held responsible in any dispute regarding the booking.

### Notes on the House

#### Telephone

Private incoming calls should be directed to the House telephone 0208 4455 535. Messages can be left with the Warden. Those wishing to make a call using the House telephone should consult the Warden; a donation for the cost of such calls are appreciated.

#### Group Materials

The House has a supply including a data projector, OHP & screen, flipcharts. Group leaders need to bring pens, paper etc. with them. Any group notes should be photocopied in advance. A photocopier is available at a reasonable cost.

#### Lost Property

The House cannot accept responsibility for lost property. It is expected that the carriage for the return of lost property is covered by the owner.

#### Towels

Towels are provided.