

Bishop Woodford House

Retreat and Conference Centre. Barton Road. Ely. Cambridgeshire. CB7 4DX
Telephone 01353 663039 Fax 01353 665305 Email bwh@ely.anglican.org
Registered Charity No 245456

2008 Booking Form

On behalf of _____

Please reserve accommodation at Bishop Woodford House

For a group of _____ people

From breakfast/coffee/lunch/tea/dinner on _____

Arrival time _____

Until breakfast/coffee/lunch/tea/dinner on _____

Departure time _____

Booking requirements Full Board / Dinner, Bed & Breakfast / Bed & Breakfast

Number of en-suite rooms required: __ (Maximum 6)

The total cost will be £_____ per person in a standard room or £_____ in an en-suite room

It will be assumed that groups will be willing to share the use of the House unless otherwise agreed at the time of booking.

We agree to the Terms and Conditions of Booking

and enclose a deposit of £_____ to confirm our booking

Signed _____ Date _____

Contact Name _____

Address _____

Telephone Number _____

Email _____

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Registered Charity No 245456
Warden: Peggie Banks

Terms and Conditions of Booking Bookings for 2008

1. All bookings are considered provisional until a **deposit** has been paid and a signed booking form has been received. Groups will be invoiced on their day of departure, and payment in full should be received by the House within two weeks of the date shown on the top of the invoice. Payments received after this date may be subject to a surcharge.
2. Groups requiring Sole Use of the House will be required to pay for a minimum of **23 persons**. Such a requirement must be made when making the booking.
3. Final numbers and a programme should be with the Warden seven days before the event. For residential groups a list of the names of those attending is required.
4. Please notify us in advance of any special dietary requirements eg Vegetarian.
5. Towels will be provided.
6. If a whole group cancels the booking cancellation fees will be charged as follows:
If more than 6 months notice is given – no fee
If less than 6 months notice is given – the fee will be 10% of the full fees
If less than 3 months notice is given – the fee will be 25% of the full fees
If less than 1 months notice is given – the fee will be 50% of the full fees
If less than 1 weeks notice is given – the fee will be 75% of the full fees

If individual members of a group cancel within 48 hours of the start of the booking they will be charged for in full.
7. The House is fully licensed for the sale of alcohol. Alcoholic and non-alcoholic drinks are for sale in our bar. If guests wish to bring their own drinks to consume on the premises they should make arrangements with the Warden.
8. Charges for Children accompanying their parents
Children aged less than 5 at the time of the visit – no charge
Children aged 5 to 12 - 50% of adult rate

Tariff for 2008

Residential: per person per 24 hours including full board

Standard Tariff		£56.00
Choirs, Registered Charities, Christian Groups from outside UK	7.5% discount	£51.80
Parish Groups & Church of England Boards	15% discount	£47.60
Special Rate for ELY PARISHES	25% discount	£42.00

Bed & Breakfast £27 per person per night (Special Ely Diocesan Rate £20.25 per person per night)

Half Board (Evening Meal, Bed & Breakfast) £44.25 per person per night

Bed Only £15 per person per night

Supplements

En-Suite (if available) £5 per person per night

Day Groups – per person per day including coffee, lunch & tea

Standard Tariff		£23.50
Choirs, Registered Charities etc	7.5% discount	£21.75
Parish Groups & Church of England Boards	15% discount	£20.00
Special Rate for ELY PARISHES	25% discount	£17.60

VAT

Please note that Bishop Woodford House is currently not registered for VAT, so no VAT is applicable to our charges. If the House does become registered then these charges may have to be increased.

Discounts

Further discounts may be available for a group occupying the whole house, or coming for four or more nights, and in exceptional circumstances for shorter visits. Please contact the Warden to discuss your needs

Deposit

Unfortunately because of the expenses incurred before the group arrive we feel now that it is necessary to charge a non-refundable deposit for all reservations.

For all **residential** groups deposits of the following amounts are requested:

For a group of 1-8 £100

For a group of 9-16 £175 (If the final group number is 8 or less a £75 Cancellation Fee will be charged)

For a group of 17-22 £250 (If the final group number is 16 or less a £75 Cancellation Fee will be charged)

For a group of 23+ £325 (If the final group number is 22 or less a £75 Cancellation Fee will be charged)

If at a later stage you wish to increase the number of places booked that will usually be possible, please contact the Warden.

For all **non-residential** groups a deposit of £50 is required, or payment in full if the total amount due to Bishop Woodford House for the booking is less than £50.

Balance

Groups will be invoiced on the day of departure, and we kindly request that payment in full is received by us within two weeks of the date on the invoice. Payments received after this may be subject to a surcharge.

Extra Meals – per person	Standard	7.5% discount	15% discount	
Breakfast	8.95	8.25	7.60	
Lunch	16.75	15.50	14.25	Ely Parishes Lunch only £12.50
Dinner	17.85	16.50	15.00	Ely Parishes Dinner only £13.25

Meeting Room Charges (for groups who are NOT having either lunch or evening meal here)

Per Session (a session is morning, afternoon or evening)

Chapel Donation only Main Lounge or Boardroom (seats 30+) £30

St Mary's Room (Seats up to 20) £20 St Peter's Room (seats up to 8) £10

If tea or coffee are required there is an additional charge of 50p per person booked for.