

Ivy House - St. Denys Retreat Centre

3 Church Street, Warminster, Wiltshire BA12 8PG

Phone: 01985 214824

www.ivyhouse.org

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Booking Form - Day Group 2012

Name of Group:

Does your group includes children or young people?.....

Please inform us and we will send you an additional form

Contact Name:

Address for Correspondence:.....

.....Post Code.....

Phone No: Day:..... Evening:..... E-mail:.....

Date required: Arrival time:..... Departure time:

Will your group be in silence? Expected numbers:.....

Groups are not guaranteed exclusive use of the House unless they book and pay for a minimum of 15 people

Please tick if you need any of the following:

Flip chart OHP Multimedia Player Screen CD player DVD player Video player

There is a loop system available. There is wheelchair access for both Crispin and the Chapel

Cost: Day events from 10:00 a.m. - 4:00 p.m. is £20.00 per person

This includes coffee on arrival, lunch and afternoon tea with homemade cake.

Different arrival/departure times and/or additional meals may be possible if arranged in advance but this may incur an additional charge.

Deposit: £25.00 deposit (non-refundable) for groups of up to 10 people

10% of the total cost (non-refundable) for groups over 10 people.

Please note that due to high banking charges one payment is required to be made for the deposit and one payment to be made for the balance (by the contact person unless informed otherwise). Cheques should be made payable to: St. Denys Retreat Centre

Please return the completed form, together with your deposit to 'Bookings', at the above address to confirm your booking.

Your booking will be confirmed once the deposit has been paid and Cancellation charges will apply.

Please read the accompanying 'Group booking conditions'.

Final numbers will need to be confirmed 3 weeks prior to your arrival. At the same time please tell us of any specific diet, mobility or other needs. An invoice will then be issued for the balance -if no confirmation of numbers is received then you will be invoiced according to the numbers provided on your booking form.

For office use only:

Deposit received: Date..... Amount: Receipt No:..... Confirmed.....

Balance paid: Date:.....Amount Invoice/ Receipt No:.....

The Community of St Denys is a Registered Charity (No. 233026)

Member: Association for Promoting Retreats