

Ivy House - St. Denys Retreat Centre

3 Church Street, Warminster, Wiltshire BA12 8PG

Phone: 01985 214824

www.ivyhouse.org

Email: stdenys@ivyhouse.org

Booking Form - Residential 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:.....

Dates required: from To..... Expected Number

Arrival time:..... Departure time: Will your group be in silence?

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.

We have 22 bedrooms, including 3 twin rooms and 2 doubles. Our maximum residential accommodation is 27. We have one ground floor bedroom with adjacent toilet/shower facilities which is suitable for use by wheelchair users. We have another bedroom with adjacent bathroom which requires 6 stairs to negotiate access. All other bedrooms are upstairs including 4 bedrooms on the second floor.

We supply towels - please bring all other toiletries, including soap

Groups are not guaranteed exclusive use of the House **unless requested at the time of booking and requires booking and payment for a minimum of 15 places.**

Together with this form you will find a copy of our current tariff and group booking conditions.

Deposit: £15.00 deposit (non-refundable) per person 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.

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

Final numbers need to be confirmed **1 month** 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 **-please note that if no confirmation of numbers has been received then you will be invoiced according to the numbers 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