

# 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 - Room Hire for Groups 2012

We have three rooms which may be available for hire.

**The Chapel** which can be used as a meeting room for up to 30 people

**Crispin** a recently restored building in the garden for groups of up to 18

**Luke** a room in the Lodge end of the House suitable for group of up to 20

Name of Group: .....

If 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:.....

Name of room you are hiring: .....

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

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

**Room hire does not guarantee other use of the House apart from cloakroom facilities and one room.**

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:** From £38 per session - morning/afternoon/evening  
One serving of coffee /tea and biscuits available at £3.00 per person  
Afternoon tea & homemade cake available at £4.00 per person  
A buffet meal can be available, please ask for details if you are interested

**Deposit:** £25.00 deposit (non-refundable) is required to confirm your booking. All advanced payments are non-refundable and group booking cancellation charges will apply once payment has been received.

Please return the completed form, together with your non-returnable deposit made payable to **St. Denys Retreat Centre** at the above address to confirm your booking. Balance of fees will be invoiced on the day.

**NB. We will require confirmation of your final numbers 14 days prior to your arrival.  
At the same time, please tell us of any specific diet, mobility, or other needs.**

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**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