



## Dunfield House Booking Form

Name of Group <i>[if applicable]</i>		
Name of Group Leader		
Contact Address		
Post Code		
Contact Telephone [work]		
Contact Telephone [mobile]		
Contact telephone [home – if applicable]		
Email Address		
Booking period required:		
<b>Accommodation required</b> [please indicate]	House & Stables    Full Board	
	House only            Full Board	
	Stables                 Self Catering	
	Stables                 Catered service	
	House /Stables      Catered Day Visit	
Anticipated number in Group		
Deposit required:		
Fully catered weekend in the main house or stables	= £10 per guest	
Fully catered three nights or more in the main house or stables	= £20 per guest	
Self catering – stables	= £100 per night	
Day Visit	= £75	
Notes:		
<p>I have completed the booking form and enclosed the correct deposit for my booking. I confirm that I have read the attached terms and conditions [two pages] of my booking and agree to abide by the booking process, minimum numbers, cancellation policy and management of my group whilst visiting Dunfield House.</p>		
Signed:.....Date:.....		



## TERMS & CONDITIONS

### BOOKING PROCESS

<b>Initial Contact</b>	<b>Provisional</b>	<ul style="list-style-type: none"> <li>A provisional booking made by telephone, email or letter can be held for up to one week. A booking form will be sent to you with booking terms and conditions and a communication checklist. The date provisionally held will be made available to other groups at the end of the seven day period.</li> </ul>
<b>Contract 1</b>	<b>Booking Contract</b>	<ul style="list-style-type: none"> <li>To secure your booking a completed booking form and deposit must be received. Booking will be confirmed by return.</li> <li><i>nb: payment in full is required if booking is made within 6 weeks of visit</i></li> </ul>
<b>Contract 2</b>	<b>Final Invoice, housekeeping &amp; special diet requirements for fully catered service</b>	<ul style="list-style-type: none"> <li><b>6 weeks prior to visit:</b> final payment required based on anticipated numbers.</li> <li><b>2 weeks prior to visit:</b> Final group numbers, meal requirements and special diets if fully catered service is required need to be sent to Dunfield via email or post.</li> </ul>
<b>Contract 3</b>	<b>Adjustment Invoice</b>	<ul style="list-style-type: none"> <li>To be settled within 30 days of the visit. Payment in full is required if booking is made within 6 weeks of visit</li> </ul>
<b>Late settlement</b>	<b>Final account</b>	<ul style="list-style-type: none"> <li>In the rare instance where an account is not settled by the due date, a surcharge of 2% on the outstanding balance will be made to cover administrative costs. This surcharge will be incurred for each month thereafter until the account is settled</li> </ul>

### MANAGEMENT OF YOUR GROUP:

The designated group leader of your party remains responsible for the supervision and safety of all group members for the duration of your stay. Dunfield House Limited provides accommodation, meals [if catered service is booked] and a maintenance service. Dunfield House Limited does not currently employ staff to supervise your group.

General risk assessments for the property are available on request. Risk assessments specific to members of your group and the activities that you carry out as part of your visit to Dunfield remains the responsibility of the designated group leader.



## MINIMUM NUMBERS

ACCOMMODATION		LOW SEASON [NOV TO FEB]	MID SEASON [MARCH, APR & SEP, OCT]	HIGH SEASON [MAY, JUNE, JULY, AUGUST]
House & Stables	Full Board	50	60	65
House only	Full Board	35	40	50
Stables	Self Catering	N/A	N/A	N/A
Stables	Catered service	15	15	15

## REPEAT BOOKINGS

Repeat bookings year on year are secured for groups who meet the minimum numbers for their visit. Groups will be offered the opportunity to book Dunfield at short notice if their group size falls below the minimum number however, this date cannot be guaranteed on a yearly basis.

## ADDITIONAL INFORMATION

- If your party is less than 65 but you would like sole use of the site please contact us to discuss options
- If final numbers fall below the minimum requirement at the time of your visit then a charge of 75% per person below the minimum number will be incurred
- *You are strongly advised to take out holiday and travel insurance to ensure that you are financially covered for a shortfall in numbers, guests cancelling at the last minute, ill health etc*
- We reserve the right not to accept a booking without reason but especially where it may contradict the ethos and spirit of how Dunfield operates

## CANCELLATION OF BOOKING:

Cancellations **MUST** be made in writing; the following charges will be incurred –

		% OF FULL COST TO PAY
CANCELLATION WITHIN	26 weeks	Deposit Only
	25 weeks	25% of full cost
	13 weeks	50% of full cost
	6 weeks	75% of full cost
	2 weeks	100% of cost