



## COURSE/WORKSHOP BOOKING FORM

Tel 0117 907 9950 [www.emmaushouse.org.uk](http://www.emmaushouse.org.uk)

Please complete shaded areas as applicable

Course/Workshop Title									
Date(s)									
Name									
Address									
Tel/Mob Nos									
Email									
Non-residential		Residential		En-suite* (£5 extra per person per night)					
Meat	Yes/No	Vegetarian	Yes/No	MBTI Type:		Enneagram Type:		Sub-Type:	
Are you registered as a Friend of Emmaus House?				Yes/No	If not, would you be interested in receiving details on how to join?				Yes/No
Would you like to be added to our mailing list in order to receive future editions of <i>Emmaus Journey</i> , our regular newsletter?						Yes/No Preferred method: Post or Email?			

FOR WORKSHOPS/COURSES WHERE ACCOMMODATION IS NOT INCLUDED									
ROOM TYPE		Standard Single		Standard Twin		Ensuite* Single		Ensuite* Twin	
Arrival	Departure	B&B	BB/Light Supper	B&B	BB/Light Supper	B&B	BB/Light Supper	B&B	BB/Light Supper
		£40	£48	£60	£76	£45	£53	£70	£86
Light Supper required on arrival at 6.30 pm?				YES/NO		Please note: Breakfast is Continental-style			

*\*Limited availability*

**LATEST CHECK-IN TIME 9PM; IF YOU ARE DELAYED, PLEASE TELEPHONE 07542 286028**

Please send this form with your deposit of 50%, or supply full details for invoicing, to  
The Administration Manager, Emmaus House, Clifton Hill, Clifton, Bristol, BS8 1BN  
email [administration@emmaushouse.org.uk](mailto:administration@emmaushouse.org.uk)

PAYMENT: By Debit Card/\*Credit Card (\*£2 surcharge) - tel 0117 907 9950 (Mon-Fri 9.00-3.30 pm)  
or by Cash or Cheque payable to *Emmaus House*

**WE RESERVE THE RIGHT TO ALTER PRICES WITHOUT PRIOR NOTICE**

*Terms and Conditions.../*

## TERMS AND CONDITIONS

### **PLEASE NOTE: RECEIPT OF YOUR COMPLETED BOOKING FORM CONSTITUTES CONFIRMATION OF BOOKING**

PROVISIONAL BOOKINGS WILL BE HELD FOR 7 DAYS

DEPOSITS ARE NON-REFUNDABLE

BOOKINGS MAY BE TRANSFERRED AT THE DISCRETION OF EMMAUS HOUSE

(Payment Methods: Cash/Cheque to 'Emmaus House'/Debit Card/\*Credit Card \*£2 surcharge)

#### Group Accommodation Bookings:

50% deposit of the total accommodation charge is payable on booking. The remaining charges will be invoiced after the event.

#### Course/Workshop/Retreat Bookings:

50% deposit per person per course/retreat is payable on booking and the balance due is payable one month in advance.

#### Individual Accommodation Bookings:

50% deposit of the total accommodation charge is payable on booking.

#### MBTI® Professional Training Accommodation Bookings:

Full payment is payable on booking or on receipt of invoice.

IN THE EVENT OF CANCELLATION BY THE CUSTOMER, 50% OF THE TOTAL PAYMENT WILL BE REFUNDED. IF LESS THAN 48 HOURS' NOTICE IS GIVEN, THE FULL AMOUNT WILL BE FORFEITED.

#### Group Bookings:

50% deposit of the total room hire charge is payable on booking. The remaining charges will be invoiced after the event. IN THE EVENT OF CANCELLATION BY THE CLIENT WITH LESS THAN 7 DAYS' NOTICE, THE FULL AMOUNT WILL BE CHARGED.

#### Restaurant Bookings:

THE TOTAL NUMBER OF COVERS BOOKED WILL BE CHARGED, UNLESS CHANGES ARE NOTIFIED BY THE CUSTOMER WITH A MINIMUM OF 24 HOURS' NOTICE.

IN THE EVENT OF CANCELLATION BY EMMAUS HOUSE ALL RELEVANT MONIES PAID TO US WILL BE REFUNDED.

**EMMAUS HOUSE STAFF ARE AVAILABLE DURING OFFICE HOURS (NORMALLY 9.00 AM - 4.00 PM MONDAY-FRIDAY). OUTSIDE OF THESE HOURS, A STAFF MEMBER IS ON HAND TO AID CUSTOMERS.**

**WE ENDEAVOUR TO PROVIDE TECHNICAL ASSISTANCE WHERE POSSIBLE, BUT PLEASE NOTE THERE ARE NO TRAINED IT STAFF ON THE PREMISES.**

January 2009