



GROUP BOOKING FORM

Tel 0117 907 9950 Web www.emmaushouse.org.uk Email administration@emmaushouse.org.uk

Company/Organisation			
Contact Person		No of Delegates	
Address			
Tel/Mob Nos		Email	

ROOM HIRE

Room Name	Date(s)	Full Day (arrival/dep times)	Half Day 9-1 or 1-5pm	Evening 5-9 pm
PLEASE COMPLETE THIS SECTION FOR CLIFTON ARDEN TOURS ONLY £3.00 per person (10% deposit required)	Date		Tea/Coffee with Home-Made Cakes @ £5.00 pp <i>Please select either</i>	
	Duration	Party Size	Morning Coffee	Afternoon Tea
			Lunch? See below	

EQUIPMENT *(all rooms have TV/Video/OHP/Flipchart Stand)*

Flipchart Pad & Pens @ £7	PowerPoint Projector @ £50 per day <i>(Please note computer not provided /no IT technician on site)</i>
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CATERING

Tea/coffee (unlimited) @ £3.50/per person per day/£1.75 per half-day				YES/NO
LUNCH REQUIRED?	YES/NO	Time <i>(subject to alteration)</i>	12.30 pm	1 pm
Light Lunch (main course) @ £6.50		Light Lunch (main course & fruit) @ £7.00		
Lunch (main course & dessert) @ £9.00		Full Lunch (3 courses) @ £12.00		
Meat (nos)	Vegetarian (nos)	<i>Please notify details of any specific dietary requirements well in advance</i>		

To secure your booking, please send/email this form with a deposit of 50% of the total room hire,

or supply details for invoicing, to **Emmaus House, Clifton Hill, Clifton, Bristol, BS8 1BN**

PAYMENT: Debit Card/*Credit Card (*£2 surcharge)/Cash/Cheque payable to *Emmaus House*

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/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.