

**TARIFF**Tel 0117 907 9950 Web [www.emmaushouse.org.uk](http://www.emmaushouse.org.uk) Email [administration@emmaushouse.org.uk](mailto:administration@emmaushouse.org.uk)**ROOM HIRE (VAT exempt)**

<b>Meeting Room</b> All Meeting Rooms equipped with TV/Video/OHP/Flipchart Stand plus DVD player available on request.		<b>Capacity</b>	<b>Full Day 9am-5pm</b>	<b>Half-Day/Eve 1-5 pm OR 5.30-9.30pm</b>
<b>HALL</b> L11.8 x W5.5 x H3.6 m (excluding kitchen area)	Large, airy (carpeted) space on lower ground floor with access to garden. Available boardroom style, theatre-style or informal ( <b>seating and tables stacked at one end</b> ); split-level kitchen area with two large circular tables.	70	£200	£100
<b>GROUP ROOM</b> L6.8 x W4.3 x H2.5 m	L-shaped, informal room on lower ground floor; tables available; self-contained kitchen at far end.	30	£160	£80
<b>DRAWING ROOM</b> L6.9 x W4.7 x H2.8 m	1 <sup>st</sup> floor room with views over garden; two tables ( <b>seating 10-12</b> ) which fold away for more informal use.	20	£140	£70
<b>HENSMAN ROOM</b> L5.8 x W3.8 x H3.2 m	Informal room on ground floor (entrance level); mixture of comfortable and upright seating with coffee table.	12	£110	£55
<b>YELLOW ROOM &amp; BLUE ROOM</b>	1 <sup>st</sup> floor rooms used for counselling purposes	2 in each	£8.50/hour	
<b>ART ROOM</b>	Split-level room at rear of Hall. Access to garden. (Note: art materials not provided.)	12	£8.50/hour	

**SUNDRIES**

Flipchart Pad <b>£7</b>	PowerPoint Projector <b>£50/day BOOKED IN ADVANCE</b> (Computer not provided and no IT technician on site*)	Photocopying <b>15p/copy</b>
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**CATERING - freshly cooked and prepared food, often using organic produce from our own gardens**

3-course Lunch - starter, main course + dessert	£12.00
2-Course Lunch - main course + dessert	£ 9.00
Main course + fruit	£ 7.00
Main course only	£ 6.50
Light Supper + fruit/cheese	£ 8.00
Buffet (40+)	On request
Tea/Fruit Tea/Coffee (unlimited/self-service in meeting room)	£3.50/£1.75pp per day/half day

**ACCOMMODATION**

<b>Room Type</b>	<b>Bed &amp; Breakfast</b>	<b>Bed &amp; Breakfast &amp; Light Supper</b>	<b>Room only</b>
Single - standard	£40.00	£48.00	£35.00
Single - en-suite	£45.00	£53.00	£40.00
Twin - standard	£60.00	£76.00	£50.00
Twin - en-suite	£70.00	£86.00	£60.00

Breakfast served between 8.00 and 8.30 am

Supper normally served at 6.30 pm (during quiet periods cold supper may be left on a self-service basis)

**Check-in: 9.00 pm latest** Checkout: after breakfast on day of departure**EMMAUS HOUSE RESERVES THE RIGHT TO ALTER PRICES WITHOUT PRIOR NOTICE**

\*Please refer to Terms and Conditions overleaf

## 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 FROM 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.**