

WAVERLEY ABBEY HOUSE

Waverley Lane, Farnham, Surrey GU9 8EP

T: 01252 784733

E: info@waverleyabbeyhouse.org.uk

W: www.waverleyabbeyhouse.org.uk

PLEASE COMPLETE ONE FORM PER EVENT.

Before sending your completed form, please contact us to check availability.

Call 01252 784733 or email info@waverleyabbeyhouse.org.uk

Name/Organisation _____

Group/Department _____

Name of contact for the day of your event _____

Booked by (if different from above) _____

Invoice address _____

Postcode _____

Tel. _____ Fax _____ Email _____

Please state the purpose of your event _____

DAY BOOKING

Arrival date _____ Departure date _____

Arrival time _____ Departure time _____

Number of people _____

RESIDENTIAL BOOKING

Arrival date _____ Departure date _____

Arrival time _____ Departure time _____

Number of people _____ Number of day visitors (additional to residential) _____

ROOM REQUIREMENTS (please tick)

How would you like the room set out?

- Seminar (rows of chairs)
- Boardroom (centre table with surrounding chairs)
- Classroom (tables in rows with chairs)
- Circle (chairs only)
- Cluster classroom (groups of tables with surrounding chairs)
- Horseshoe (with or without tables)

Depending on your group size and requirements, a suitable room will be allocated to you.

Number of additional rooms required _____

EQUIPMENT (please tick)

- Flip chart (no charge)
- No. of additional flip charts _____ (chargeable)
- Tie clip microphone (Waverley and Priory rooms only) (no charge)
- Roving microphone (Waverley and Priory rooms only) (no charge)
- Plasma screen (no charge)
- Portable CD player (no charge)

CATERING REQUIREMENTS

Please give times you would like your meals and refreshments:

	From	To
Coffee/tea on arrival	_____	_____
Mid-morning coffee/tea	_____	_____
Lunch (usually 1pm)	_____	_____
Mid-afternoon tea/coffee	_____	_____
Evening meal	_____	_____

Tea/Coffee is served in the Coffee Lounge and meals in the Dining Room. Should you require alternative arrangements, please contact us.

Please give details of any special dietary requirements _____

Please give details of any noise/activity that might affect other events _____

Is this your first booking with Waverley? Yes No

If this is your first visit, how did you hear about Waverley?

Friend/colleague

Internet

Advert – please say where _____

Attended another event at Waverley

Postal or email

Other – please specify _____

MOBILITY

Waverley Abbey House is a Grade II* listed building. Meeting rooms are situated on the first floor, and bedrooms are on the second floor, both of which are reached by stairs only. Therefore those with significant mobility challenges may not be able to access these floors.

TERMS AND CONDITIONS

• The following non-refundable, non-transferable deposits are due with the completed booking form in order to secure a booking:

Day Booking: £50 deposit per event

Residential Booking: £20 deposit per adult (over 15yrs); £10 deposit per child (5–15yrs)

Cheques payable to 'CWR'. BACS: Sort Code: 20-31-06 Account No: 20309087 Account Name: CWR

A booking will be confirmed once we have received the booking form and deposit.

- The client must confirm final numbers at least 72 hours prior (for catering purposes).
- We do not accept liability for any loss or damage caused to any property owned by or in possession of the client whilst they are on the premises. The client is advised to arrange appropriate insurance cover at all times.
- The final invoice will be based on the numbers advised by the client on the booking form or the actual number on the day, whichever is greater. Allowance cannot be made for last minute cancellations.
- Payment in full is due within 30 days of the invoice date. Interest on unpaid invoices will be charged at the rate of 5% above base rate.
- The client is responsible for the cost of any damage or loss incurred by the venue.
- We reserve the right to alter or cancel any booking that we cannot keep for reasons beyond our control. In this event a refund of the deposit and any other amount paid to date will be given. We do not accept any other liability.

CANCELLATIONS

Any cancellations/changes must be confirmed in writing by the client. Cancellation fees will be charged on any places cancelled or left unfilled (and on the venue hire fee, if applicable).

In the event of cancellation/shortfall, the following charges apply (based on numbers stated at the time of booking):

More than 9 months' notice: 10% of full fees*

Less than 9 months' notice: 25% of full fees*

Less than 6 months' notice: 50% of full fees*

Less than 3 months' notice: 75% of full fees*

Less than 2 weeks' notice: full fees*

*Less deposit amount paid

Waiver: If up to five delegates are cancelled by at least seven days prior to the event, the cancellation charge will not be made for these five delegates. We strongly recommend that you take out insurance to cover these charges.

We accept the terms and conditions as set out here.

Name (please print) _____ Position _____

Signed _____ Date _____