



Morley Retreat and Conference House
Church Lane, Morley, Derbyshire DE7 6DE
Tel: 01332 831293 Email: morleyretreat@btconnect.com

Group Booking Form

Name of Organisation:

Day Event / Residential Event * Arrival Date: Year

Departure Date: Year

Group Size:

Arrival Time: (Generally no more than 1 hr. before first meal)

Before: Breakfast/coffee/lunch/tea/dinner *

Departure Time:

After: Breakfast/coffee/lunch/tea/dinner *

Cost per person: £

Deposit: £

A non-returnable deposit of 10% of the total cost is payable at the time of booking. Please make cheques payable to '**Morley Retreat & Conference House Ltd**'

Requirements:

Meeting rooms preferred: *

Abbey Room, Stathum, Portway, Boden, Heyford, Durham

Are you willing to share the House: Yes/No* (If NO please note that a minimum charge for 25 people will be made)

Equipment required *:

OHP & Screen
Flipchart & pens
TV & Video/DVD
CD player

Cancellation Fees: These are charged on all cancelled bookings (full or partial) and are based on the numbers given on this form or revised numbers subsequently advised in writing.

If less than 6 months' notice of cancellation is given	50% of the full fee will be charged
If less than 3 months' notice	75%
If less than 1 months' notice	100%

We recommend that you consider taking out insurance against the possibility of making a cancellation.

I confirm that I have read and understood the terms and conditions detailed on this booking form and have the authority to sign this booking form on behalf of my organisation.

Signed: Date:

Countersigned (Please obtain the signature of a senior member of your organisation)

Name: (please print)

Address:

Postcode:

Telephone: Email:

** Please delete as appropriate*

How did you hear about us?