

## Dunfield House & Stables Booking Form

Name of Group <i>[if applicable]</i>	Click here to enter text.	
Name of Group Leader	Click here to enter text.	
Contact Address	Click here to enter text.	
Post Code	Click here to enter text.	
Contact Telephone [work]	Click here to enter text.	
Contact Telephone [mobile]	Click here to enter text.	
Contact telephone [home – if applicable]	Click here to enter text.	
Email Address	Click here to enter text.	
Booking period required:	Click here to enter text.	
Accommodation required <small>[please indicate]</small>	House & Stables Full Board	Click here to enter
	House only Full Board	Click here to enter
	Stables Self Catering	Click here to enter
	Stables Catered service	Click here to enter
	House/Stables Catered Day Visit	Click here to enter
Anticipated number in Group	Click here to enter	
Deposit Calculation:		
Fully catered two nights in the main house or stables	= £20 per guest	Click here to enter
Fully catered three nights or more in the main house or stables	= £40 per guest	Click here to enter
Self-catering – stables	= £150 per night	Click here to enter
Day Visit	= £100	Click here to enter
Notes:  Click here to enter text.		
<i>I have completed the booking form and enclosed the correct deposit for my booking. I can confirm that the email address this booking form is sent from is my address and that sending the email constitutes an agreement between me and Dunfield House Limited to comply with the attached booking terms and conditions, especially in relation to the booking process, minimum numbers and cancellation policy.</i>		
Signed: Click here to enter text.	Date: Click here to enter text.	

#### BOOKING PROCESS:

**INITIAL CONTACT** – A provisional booking can be made by telephone, email or letter. Your preferred date can be held for up to one week. A booking form will be sent to you with booking terms and conditions and a communication checklist. The date provisionally held will be made available to other groups at the end of the seven day period if we have not heard from you.

**CONTRACT 1** - To secure your booking a completed booking form and deposit must be received. Booking will be confirmed by return. *Payment in full is required if booking is made within 6 weeks of visit*

**CONTRACT 2** - 8 weeks prior to visit your final payment is required based on anticipated numbers. 2 weeks prior to your visit final group numbers, meal requirements and special diets [if fully catered service is required] need to be sent to Dunfield via email or post.

**CONTRACT 3** – an adjustment invoice must be settled within 30 days of your visit

**LATE PAYMENT** - In the rare instance where an account is not settled by the due date, a surcharge of 2% on the outstanding balance will be made to cover administrative costs. This surcharge will be incurred for

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#### CANCELLATION OF BOOKING:

**Cancellations MUST be made in writing. If your cancellation is within:**

26 weeks of booking:	deposit retained
16 weeks of booking:	25% of full cost payable
12 weeks of booking:	50% of full cost payable
8 weeks of booking:	75% of full cost payable
4 weeks of booking:	100% of full cost payable

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#### MINIMUM NUMBERS

##### HIGH SEASON [MAY, JUNE, JULY & AUGUST]

House & stables full board:	70 guests
House only full board:	55 guests
Stables self-catering	N/A
Stables catered service	15 guests

##### MID SEASON

[MARCH, APRIL, SEPTEMBER & OCTOBER]

House & stables full board:	60 guests
House only full board:	45 guests
Stables self-catering	N/A
Stables catered service	15 guests

##### LOW SEASON: [NOVEMBER TO FEBRUARY]

House & stables full board:	50 guests
House only full board:	35 guests
Stables self-catering	N/A
Stables catered service	15 guests

#### MANAGEMENT OF YOUR GROUP:

We recognise that we have a duty of care to groups who visit the centre and have implemented assessments, checks and procedures which are reviewed at regular intervals. However, the designated group leader of your party remains responsible for the supervision and safety of all group members for the duration of your stay. Dunfield House Limited provides accommodation, meals [if catered service is booked] and a maintenance service. Dunfield House Limited does not currently employ staff to supervise your group. You should be aware that the people in your charge must be supervised at all times to ensure their safety. The group leader should check facilities before the commencement of any activities and any issues or concerns must be reported to Dunfield House Limited prior to the activity taking place.

**General risk assessments** for the property are available on request. Risk assessments specific to members of your group and the activities that you carry out as part of your visit to Dunfield remains the responsibility of the designated group leader.

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#### REPEAT BOOKINGS

Repeat bookings year on year are secured for groups who meet the minimum numbers for their visit. Groups will be offered the opportunity to book Dunfield at short notice if their group size falls below the minimum number however, this date cannot be guaranteed on a yearly basis.

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#### ADDITIONAL INFORMATION

If your party is below minimum numbers a surcharge can be made to secure a booking please contact us to discuss options.

If final numbers fall below the minimum requirement at the time of your visit then a charge of 75% per person below the minimum number will be incurred

*You are strongly advised to take out holiday and travel insurance to ensure that you are financially covered for a shortfall in numbers, guests cancelling at the last minute, ill health etc.*

We reserve the right not to accept a booking without reason but especially where it may contradict the ethos and spirit of how



Please contact us should you require further information

**Sue & Paul Norton**  
House Managers,

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