

## GROUP INFORMATION SHEET – Dunfield House

Group Name				
Group Leader				
Date of Visit				
Time of Arrival		Time of Departure		
<i>arrival: from 4pm if evening meal is booked, from 7pm if no evening meal - unless by prior arrangement departure by 2pm House, by 10:30am The Stables - unless by prior arrangement</i>				
Breakdown of Group Numbers		Meal Times		
Guests 3 & under		Breakfast		
Guests 4 - 11		Lunch		
Guests 12 - 15		Evening Meal		
Guests 16 +:		Packed Lunches Required		
<b>Total Number of Guests:</b>		Monday	Friday	
<i>Notes on Numbers:</i>		Tuesday	Saturday	
		Wednesday	Sunday	
		Thursday		
<b>SPECIAL DIETARY REQUIREMENT REQUESTS – for medical, ethical &amp; religious needs</b>				
	Name	Student	Adults	Dietary Restrictions:
1				
2				
3				
4				
5				
<b>Special Catering Requests</b> <i>eg: birthday cakes, party food, special meals – please note; this may incur additional charges</i>				
<b>Specific Resources Required</b> <i>eg: keyboard, data projector, equipment to assist guests with disabilities etc [full list of additional resources is available in brochure]</i>				