



GROUP INFORMATION SHEET – Dunfield House

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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		
Total Number of Guests: <i>Notes on Numbers:</i>		Monday		Friday
		Tuesday		Saturday
		Wednesday		Sunday
		Thursday		
SPECIAL DIETARY REQUIREMENT REQUESTS – for medical, ethical & religious needs				
	Name	Student	Adults	Dietary Restrictions:
1				
2				
3				
4				
5				
Special Catering Requests <i>eg: birthday cakes, party food, special meals – please note; this may incur additional charges</i>				
Specific Resources Required <i>eg: keyboard, data projector, equipment to assist guests with disabilities etc [full list of additional resources is available in brochure]</i>				

Please return the completed form by email info@dunfieldhouse.org.uk or by fax 01544 231189
two weeks prior to your visit to enable our kitchen staff to plan and order for your visit

Reviewed February 2019