



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 2 pm House, by 10:30 am 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:				Monday			
<i>Notes on Numbers:</i>				Friday			
				Tuesday			
				Wednesday		Saturday	
				Thursday		Sunday	
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 January 2020