

Room Booking Form

Please check availability by contacting the Centre Office.
Then to make a booking complete this form and return with the deposit to:
The Horstead Centre, Rectory Road, Norwich, Norfolk NR12 7EP
t: 01603 737215 e: horstead.centre@norwich.anglican.org
www.horsteadcentre.org.uk

Registered Charity Number: 303986
VAT Number: 282 0458 63

Horstead Centre

Important – Please Note:

- We require a £25 deposit to confirm your booking and this form completed in full in CAPITAL letters.
- Provisional bookings are held for 14 days.
- The deposit will be deducted from the final balance shown on your invoice.

Contact Details

Name of group: _____

Name: _____

Address: _____

_____. Postcode: _____

Tel: _____ . Mobile: _____

Fax: _____ . Email _____

About Your Booking

Date required: _____ . Start time: _____ . Departure time: _____

Purpose of booking: _____

Number of attendees: _____

Rooms Required

No. of rooms required: _____

Equipment required: _____

Layout of room(s) required: _____

Please contact us to discuss your exact requirements

Catering Options

No catering required

Beverage Vending Machine

Tea & Coffee only

Tea/coffee, sandwiches, biscuits

Tea/coffee, jacket potato, desert

Please tick option required

Other catering options may be available on request

Other Information

Is there anything else we need to know about your group?

Cancellation Policy

Your deposit, due within two weeks of making a provisional booking, is strictly non-returnable.

Cancellation fees:

| | |
|---------------------------------------|---------------------|
| Within 12 weeks of date of arrival | 25% of the full fee |
| Within 6-12 weeks of date of arrival | 50% of the full fee |
| Within 6 weeks of the date of arrival | FULL FEE |

Payment Terms

Our full terms and conditions, including any additional charges which may be payable, are available on our website.

You will be invoiced on the date of your booking. Invoices are due on presentation unless we have agreed otherwise with you in advance. We currently accept payment by cheques, cash or BACS.

I have enclosed a non-returnable deposit of £25

I accept the terms and conditions of booking as set out on your website including the cancellation policy.

Please tick boxes to acknowledge

Signed: _____.

Name: _____ **Date:** _____.

