

Sacrista Prebend Retreat House

4 Westgate, Southwell, NG25 0JH
Tel: 01636 816833
email: mail@sacrista-prebend.co.uk

Registered Charity No 1091050

Day Booking Form

(Please note: If booking for a WEDNESDAY – there is a Eucharist (followed by a Light Lunch) in our Chapel at 12.15 pm, which you are very welcome to attend. If this does not fit in with your programme, we can offer a Buffet Lunch from 12 – 1.00 pm in the Library)

Group Name:

Contact Name:.....

Address:.....

.....

.....Postcode.....

Telephone Number:email.....

Date requested

All Day

Morning

Afternoon

Evening

Number in Group (Maximum 18 if mid-day lunch required):

Expected Time of Arrival:.....

Expected Time of Departure:.....

Requirements:

Ground Floor (all rooms):.....

Chapel:..... Sitting Room:..... Library:..... Dining Room:.....Gardens:.....

Overhead Projector/Screen/TV/Video/CD player/Flip Chart/Keyboard: **circle as required**

Refreshments - Please Indicate Number For Each:

Morning Coffee & Tea with Biscuits:

Preferred time for serving:

..... am

Lunch.....

..... pm

Afternoon Tea & Coffee with Biscuits or cakes:

..... pm

Evening Session Tea & Coffee & Biscuits:

..... pm

Dietary Requirements:

A non-refundable deposit of 20% is required at the time of booking. The balance is due on or before the date requested.

Please refer to our current leaflet for a list of charges, and contact us if you have any queries.

Deposit Enclosed: £.....

(Please make Cheques payable to "Sacrista Prebend Retreat House.")

Today's Date: Signature: