

# MARRICK PRIORY - RESIDENTIAL GROUP

## Conditions of Booking

**This form should be completed and returned only after agreeing a provisional booking with Marrick Priory via telephone or email.**

- Dates can be reserved by phone and without obligation for **three weeks only**, after which time this form, together with a deposit, is required to confirm the arrangements.
- 25 People are the minimum number of paying guests required for a booking. If less attend, the supplement stated in the 'Table of Fees' is payable. The final numbers of guests expected to attend are required by the Priory no later than three weeks before arrival.
- In the event of cancellations, please refer to the Cancellation Fee and Conditions as set out in the 'Table of Fees'.
- Advance bookings are accepted on the understanding that changes may be made in the fees – normally at least two months notice will be given.
- A non-returnable booking fee of £120 per weekend, £200 per midweek, and £240 per full week is payable with this application. Please make cheques payable to '**Marrick Priory**'. An invoice for the balance of fees will be sent after departure, payment is required within two weeks of the invoice date.
- We require all groups to have their own personal travel and accident insurance, which covers group members if they injure themselves or others, lose possessions, cancel etc. Many groups have their own policy and a copy of the certificates must be forwarded to the Priory at least 2 weeks before your visit. **This is entirely separate from Marrick Priory's Public Liability Insurance.**

**DETACH AND KEEP UPPER SECTION FOR REFERENCE**

=====

## MARRICK PRIORY RESIDENTIAL GROUP BOOKING FORM

NAME OF ORGANISATION/GROUP:.....

NAME OF CONTACT..... TEL NO: .....

MOBILE NO:..... FAX NO:..... E MAIL:.....

ADDRESS.....

COUNTY..... POST CODE.....

FROM: Day of week:..... Date: .....

TO: Day of week ..... Date: .....

AVERAGE AGE..... APPROX NO'S.....

PURPOSE OF VISIT.....

I understand the 'Conditions of Booking' and accept responsibility for the group using the Priory. The group will include at least 25 people. I am authorised by the organisation to pay the stated cancellation fee in the event of cancellation within the period described in the 'Table of Fees'.

I enclose a Booking Fee of £120 / £200 / £240

SIGNATURE..... DATE.....

Please complete this form and return to: **Marrick Priory, Richmond, N Yorks, DL11 7LD.**

**MP1**