

Ascot Priory

Booking Form 2019

Name of Group

Contact person

Address

Phone No.

Email:

Date(s) requested

Number expected in group

Overnight accommodation YES / NO Number of nights

Catering: (Please see Notes overleaf for dietary requirements)

Full (Breakfast, lunch, Dinner, Tea/coffee) YES / NO

Lunch only YES / NO

Tea / Coffee only YES / NO

Please return together with your deposit (Cheque to 'Ascot Priory') to:

The Warden
Ascot Priory
Priory Road,
Ascot.
SL58RT

Enquires to Fr. Paul McLaren-Cook

Email: mclarencook@btinternet.com

www.ascotpriory.org

Phone: 01344 882067

Office Use only	Amount	Date
Deposit Received		
Final Balance Received		

PLEASE READ THESE NOTES CAREFULLY AND KEEP FOR YOUR REFERENCE

Bookings for more than one day usually run from 3:00pm on the first day till after lunch on the last day. This can be varied on request. We request that rooms are vacated by 11:00am on the last day.

For bookings that include meals the final number of those attending is to be confirmed 14 days prior to the booked date together with notification of any dietary requirements.

Please note that once the final figure is given any variation will be at the discretion of the Warden and must be notified at least 48 hours before the booked date.

If there are any children under the age of 18 or vulnerable adults in your group we will need to see a copy of your Safeguarding Policy and notified of the name of your safeguarding officer.

The Priory site is a Non Smoking environment.

Towels and all linen are supplied. Guests will need to bring their own toiletries.

Tariff for 2019 (per night)

Full Board (Accommodation, Breakfast, Lunch, Dinner) Includes use of Meeting Room(s)

Single Rooms £75.00 (en-suite) £70 (shared facilities)

Twin Room (Two people sharing) £65.00pp (shared facilities)

Flat in St Michael's Single use £80.00 Two people sharing £75.00pp

For the 2nd and subsequent nights the Tariff is reduced by £10 per night

Deposits and Cancellation Charges

Deposits

All deposits are non-refundable

Room Hire £25.00 per booking

Overnight stay room only £20 per person per booking

Overnight stay including meals £40 per person per booking

Cancellation policy

Unfortunately, if you cancel your booking or fail to arrive the following charges will apply:

One month's notice

Deposit plus 25% of remaining charges.

1 – 3 week's notice

Deposit plus 50% of remaining charges.

Less than one week's notice

Deposit plus all of the remaining charges.

Final payment:

For groups: 7 days prior to booked date

Individuals: day of arrival.

Special Diets

We can cater for Vegetarian meals at no extra cost.

We will do our best to cater for other dietary requirements but they will be charged at cost.

We will need to know if the Vegetarians do not eat any animal products or just abstain from meat e.g. can they eat fish, eggs and dairy products

Please note: Special dietary meals are available only to those who have pre-booked them and are not offered as a general option to the normal menu.

Policy for Group use of the Priory.

Accommodation

A maximum of 20 adults (i.e. 1 only in single rooms and two only in twin rooms).

A maximum of one child per room with an adult. (a maximum of 17 children sharing rooms with adults).

Supervision

Children must be supervised by an adult at all times.

No children are allowed in the kitchen at any time.

There must be at least one adult present in St Gabriel's wing and/or St Michael's wing when children are in their rooms.

Safeguarding.

A copy of your churches Safeguarding policy together with the name and address of your Safeguarding Officer must be supplied to the Warden before your booking can be confirmed.

Insurance

A certificate of Insurance for your group must be supplied to the Warden before your booking can be confirmed. You are responsible for risk assessment for your group.

Health and Safety requirements for use of the Kitchen.

Only 3 adults are to be in the kitchen at any one time.

The highest standards of hygiene are expected.

There is limited space in the refrigerator so cooked food should be consumed and any left overs disposed of in the appropriate bin.

Food preparation is at the sole risk of your group and the Priory will not be responsible in the case of any accident or food related problems.

The Priory practices recycling so rubbish should be placed in the appropriate bin (see list on Notice Board).

Any breakages must be reported to the Warden as soon as possible.

At the end of your stay:

1. All crockery, glasses, serving dishes, cutlery and utensils must be thoroughly cleaned and replaced where they were found.
2. The kitchen must be left clean and tidy. If the oven has been used it must be cleaned.

3. All rooms must be inspected by a designated person (the name must be given to the Warden), to ensure that all windows have been closed, all lights switched off and any exterior doors closed and locked.
4. A refundable cleaning/breakages deposit of £50 must be given to the Warden who will do an inspection within 24 hours of your leaving. The deposit will be returned within 3 days less any deductions that the Warden determines are necessary.

Declaration

I have read the above policies and agree to abide by them.

I have attached copy of our Safeguarding Policy

Our Safeguarding Officer is:

Name:

Address:

Our Insurance Policy Number is:

Please state Name on Insurance Company and type of policy.

Name of designated person for clean-up inspection is:

Signed:

Name

Address

Name of Church or organization

Office held (e.g. Pastor)

Date: