

# HOLLAND HOUSE

*In harmony with Creation*

Main Street, Cropthorne, Worcestershire, WR10 3NB Tel: 01386 860330 Fax: 01386 861208  
Email: [enquiries@hollandhouse.org](mailto:enquiries@hollandhouse.org) Charity Number 504839

## Booking Form

Please complete (in block capitals) and return to the above address with the appropriate non-returnable deposit.

### Contact Details

Name of Group / Organisation (if appropriate):

Name of Group Leader:

Name:

Address:

Post Code:

Tel:

Mobile:

Email:

### Visit Details

Please indicate the dates of your visit and the number of guests. **Please see our cancellation policy overleaf.**

Date and time of **arrival**:

Date and time of **departure**:

Number of  
**DAY** guests:

Number of  
**RESIDENTIAL**  
guests:

### Dietary, Equipment and other Special Requirements

In the space below please give details of any requirements you or your group may have.

I have read and understood the terms and conditions as detailed overleaf

Signed:

Date:

Office use only:

Print Name:

## Booking Terms & Conditions:

1. Bookings will be confirmed in writing on receipt of both the booking form and your non-refundable deposit:
  - a. Day guests at £5 per person
  - b. Residential guests £20 per person
2. Cancellation Policy
  - a. Cancellation of the whole booking within 2 months of arrival will incur a charge of 50% of the sum agreed.
  - b. Any changes to numbers within 14 days of arrival will be charged in full.
  - c. We recommend taking out travel insurance to cover cancellation fees.
3. Payment must be made in full prior to departure unless previously agreed in writing. We are able to accept credit/debit cards (not Amex/Diners), cash and cheques.
4. If your group consists of 10 or more and you wish to pay individually it is the responsibility of the group leader/organiser to collect all payments.
5. We reserve the right to change allocated meeting rooms when required.
6. House Times
  - a. Morning Coffee is served at 11am
  - b. Lunch (2 courses) is served at 1pm
  - c. Afternoon tea is served at 4pm
  - d. Dinner (3 courses) is served at 6.30pm (7pm on Friday)
  - e. Coffee on arrival is available on request
7. Special Dietary requirements must be received at least 14 days in advance as all food is ordered and cooked freshly. If we do not receive this information in due time we cannot guarantee to be able to fill your requirements. Wherever possible all produce is home grown or locally sourced.
8. If you require the use of the chapel during your stay please indicate at the time of booking, with times wherever possible.
9. All guests visiting the house have full access to the gardens.
10. Please note that Holland House is a registered charity.

If you wish to pay by credit/debit card please complete the following details:

Card Number

Expiry Date  /  Start Date/Valid From (If present)  /  Issue Number

Card Security Code (the last 3 digits printed on or just below the signature strip on the back of your card)

Please debit the amount of £ ..... from my card detailed above.

Signature .....

Date: ..... / ..... / .....