

LEMORE MANOR



Booking Form

Date completed: _____

Form to be completed by the party leader to whom all correspondence will be sent. The party leader will accept the terms and conditions on behalf of the persons listed on this booking form.

Party Leader's Name	
Function	
Email	
Daytime phone no.	
Evening/mobile phone no.	
House name/number	
Street name	
Town/City	
County or State	
Post or Zip Code	
Country	

Name of Property: Lemore Manor

Date and Time of arrival: _____

Date and Time of departure: _____

Please complete the table below and calculate the total tariff due

	Tariff	Confirm tariff here if required
Hire of Lemore Manor	£	£
Hire of Coach House (If required)	£	£
Front of house service	£	£
Bottle removal (optional)	£	£
Additional guests	£	£
Admin for room payment service	£	£
TOTAL	£	£
Deposit 30% to pay	£	£
Balance due	£	£

Please return this Booking Form, our Terms and Conditions and the 30% Deposit within 3 Days to secure your booking. The balance is due 12 weeks prior to arrival.

The price is secured for the duration and must not exceed 30 people sleeping in the Manor House and 8 people in the coach house if required without the owner's prior consent.

Holiday and Travel Insurance

I confirm that I have taken out holiday and travel insurance, with cancellation cover on behalf of each member of my party and details are listed below:

Insurers:.....

Additions To Your Party

Here at Lemore Manor we have many years experience in creating your perfect celebration. Sumptuous dinners, relaxing and pampering spa treatments or maybe some team games to liven up your stay. In addition to activities we can supply personal touches to your guests rooms such as room tags, delicate favours, luxurious toiletries, locally made chocolates and bouquets of flowers. Whatever you require please let us know and we can arrange it for you.

Cautionary/Damages Deposit

The cautionary/damages deposit of £2000 must be put into a holding account at least one week before arrival by the Client and will only be returned once the property has been checked for damages and breakages, (as stated in the Terms and Conditions), within 2 weeks after departure.

The Cautionary/Damages Deposit can be made by bank transfer or credit/debit card. (PLEASE NOTE: THERE IS A 3% CREDIT CARD CHARGE, BUT NO CHARGE ON DEBIT CARDS. This credit card charge is not refundable)

Barrington House
20-20-15
20580481
Please use your name as a reference

Payment methods for the 30% Deposit and Balance:

1. Bank Transfer:

Payments made by wire transfer to:

Barclays Bank plc Account name: Fine Manor Events Limited
128 High Street Account number: 03260275
Cheltenham Branch Sort code: 20-20-15
Glos GL50 1EG

PLEASE USE YOUR SURNAME AS A REFERENCE FOR A BACS PAYMENT

Barclays Bank plc Account name: Fine Manor Events Limited
128 High Street Account number: 03260275
Cheltenham Branch Sort code: 20-20-15
Glos GL50 1EG

For overseas transfer you will also need:

IBAN - GB38 BARC 2020 1503 260275
SWIFTBIC BARCGB22

Privacy policy: Lemore Manor operates within the guidelines as set out by the UK Data Protection Act (1998).

2. Credit/debit card:

We can take most credit cards. These will incur a 3% charge. There is NO charge for Debit cards.

Please note that the person booking must pay any transfer fees.

I hereby agree that I have READ and WILL comply with the Terms and Conditions attached (which can also be downloaded from the website) of the property I am booking. I declare I am over 18 years old.

Signature..... Date.....

Print Name

Address

.....

We trust you will not hesitate to contact us with any questions you may have and look forward to helping you plan a fantastic event

.

Kind Regards,

Margaret Owen

Lemore Manor is a trading name of Fine Manor Events Ltd

Fine Manor Events Limited
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