



# Barnes Close Day Booking Form

Date of visit: **DD/MM/YY**  
Times: of Arrival **HH:MM** of Departure **HH:MM**

Church/Organisation \_\_\_\_\_  
Organiser \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Organiser accompanying group \_\_\_\_\_  
Number in group Adults \_\_\_\_ Children (18 & under) \_\_\_\_ Total \_\_\_\_  
Number of meeting rooms required \_\_\_\_\_

*(Another group may also be in the building. Please let us know if you will be noisy, very quiet or cannot manage stairs.)*

Requirements *(please tick as required)* Morning Coffee  Lunch   
Afternoon Tea  Evening meal

Deposit A non-returnable deposit of £100 should be forwarded with this booking form  
Cheques Please make cheques payable to 'Community for Reconciliation'  
Diets Vegetarian & other dietary requirements must be notified at least 14 days in advance  
Numbers Final numbers must be received by Barnes Close at least 14 days prior to arrival. If this number reduces later cancellation charges apply as below  
Balance On Barnes Close receiving final numbers an invoice for the remaining balance will be sent to you, this must be paid at least 7 days before your visit

A cancellation charge of 75% of the total fee, based on the numbers stated on this form is due if cancellation occurs within three months of the booking. This also applies to a reduction in numbers from those stated on this form. Groups are advised to take out their own cancellation insurance.

Your booking is only provisional until receipt of this form and a deposit whereupon we will send you confirmation by email or post.

Signed (Organiser) \_\_\_\_\_

Date **DD/MM/YY**

Please return completed form to:  
The Bookings Secretary  
Barnes Close, Chadwich, Bromsgrove, B61 0RA

cfrenquiry@aol.com Tel: 01562 710231

<b>For Office use only</b>
Deposit received: £
Date:
Signed: