



# Barnes Close Residential Booking Form

Dates of visit: From **DD/MM/YY** To **DD/MM/YY**  
Times: of Arrival **HH:MM** of Departure **HH:MM**

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

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

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

- Deposit A non-returnable deposit of £250 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 and a copy of the bedroom plan 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
- Bed Linen If you are a youth/school group and are bringing your own bed linen or sleeping bags please tick here

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: