



The Abbey Sutton Courtenay Ltd
The Green
Sutton Courtenay
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The Abbey Sutton Courtenay Ltd

Price List, Terms and Conditions and Booking Form 2016

Price list 1st January – 31 December 2016
All prices shown include VAT

The Abbey can accommodate up to 19 people for residential stays, we have 5 twin and 4 single rooms in The Abbey Guest House and 1 twin and 3 single rooms in the Abbey main building. If you require more rooms than this there is local bed and breakfast accommodation available in the village and in walking distance of the Abbey.

If your booking includes a weekend, there is a minimum group size of 8 for residential groups.

How we calculate the cost of your time with us

Up to 8 hours	Up to 24 hours	Up to 36 hours	Up to 48 hours
Non-residential rate	24 hour rate	One 24 hour rate plus one non-residential rate	Two 24 hour rates

The Standard rate applies to businesses and commercial use

The Voluntary rate applies to charities, social enterprises, sole traders and those undertaking non-commercial use

Standard rate

Residential

24 hr rate (from your agreed arrival time use of one group room, all meals, teas/coffees throughout the day and overnight accommodation. Arrival times are either 9am or 4pm).

Single accommodation	£127.50
Twin accommodation	£108.75

Non-Residential

£ 56.25

This includes lunch, tea/coffee throughout the day and use of a group room for up to 8 hours between 9am – 6.00pm unless agreed differently in advance with the Abbey administration.

Voluntary rate

Residential

24 hr rate (from your agreed arrival time use of one group room, all meals, teas/coffees throughout the day and overnight accommodation. Arrival times are either 9am or 4pm).

Single accommodation	£102.00
Twin accommodation	£87.00

Non Residential

£45.00

This includes lunch, tea/coffee throughout the day and use of a group room for up to 8 hours between 9am – 6.00pm unless agreed differently in advance with the Abbey administration.

Extras Applies to Standard and Voluntary Rate

Use of additional group room	£125.00/day
Open log fire	£27.00 /day
Flip chart with stand and pens	No charge
Digital projector	No charge
Hearing loop system (Great Hall only)	No charge

Accommodation night before and or after your event (including breakfast) £47 for single room, £32 for shared room.

Other options – please ask for details and prices

It is possible to hire the Abbey for exclusive use (only available for groups over 15). Please inquire for additional cost (which is additional to the price for your booking). Please note that the additional meeting room charge will still be applicable if you require the use of more than one meeting room.

It is possible to hire the Great Hall or other rooms for meetings – either per day or for shorter periods.

It is also possible to stay at the Abbey for individual retreats or as part of a mid-week 'Rest and Renewal' retreat.

The Guest House can be hired at a fixed price on a self-catering basis (there are cooking facilities there).

We also can accommodate camping in the grounds subject to prior agreement.

Please enquire if you would like to run a special event at the Abbey e.g. funeral wake, naming ceremony or a wedding reception.

The Abbey Sutton Courtenay Ltd

Terms and conditions – with effect from 1st January 2016

The Hirer is the organisation, its nominated agent or the person making the booking. The Hirer is responsible for ensuring settlement in full of the account, including any cancellation fee.

Tariffs are generally updated from 1 January each year and you will be invoiced at the rate applicable as indicated on your booking form. We reserve the right to change these terms and conditions without prior notice and may change our prices at other times.

It is expected that all users of The Abbey will behave in a manner according with the nature of The Abbey as a place of reflective enquiry and learning.

Although the Abbey operates an equal opportunities policy and believes in the rights of people to express diverse opinions and hold diverse beliefs, it reserves the right to refuse bookings which, in its view, are not in accord with the Abbey's ethos.

By completing the booking form and paying your deposit you will be deemed to have accepted these terms and conditions.

All users of The Abbey Sutton Courtenay must conform to all requirements of Health and Safety and Fire Safety and other policies in force (such as our no smoking policy). Please note that we do not allow any animals other than guide dogs into the kitchen area and that we do not allow dogs in general except with prior agreement and in particular circumstances.

Confirmation of Booking

A deposit of £300 and the completed signed booking form must be returned within two weeks of the provisional booking. All bookings are treated as provisional until booking form and deposit have been received. Please note that the numbers and agreements re numbers and types of rooms (twin or single) as set out in the completed booking form constitutes the contract; any changes to this agreement will be handled in line with our terms and conditions set out in this document.

If written confirmation and a deposit are not received within two weeks we will assume your booking is no longer required and the dates will be freed. Please note: all deposits are non-returnable and non-transferable.

If you cancel your event

Cancellation of a booking must be confirmed by email or in writing. The following charges will apply:

- Notice received up to 12 weeks before the start date - deposit lost, no further charge
- Notice received between 12 and 4 weeks (inclusive) - event charged at 75% of agreed minimum cost as set out on booking form
- Notice received less than 4 weeks before the start date - agreed minimum cost (as set out on booking form) charged in full

If your numbers are lower than originally booked

If you do not cancel but wish to reduce the number of participants you originally booked for, you must inform the Abbey by email or in writing. The following charges will apply:

- Notice received up to 12 before the event - no charge made for the participants not coming
- Less than 12 weeks to up to 8 weeks - participants not coming charged half the agreed rate
- Less than 8 weeks to up to 2 weeks - participants not coming charged two thirds of the agreed rate
- Less than 2 weeks – participants charged in full.

Shared use

Shared use means that your group has one or more conference rooms and a number of bedrooms exclusively reserved for your use, but that other groups and private guests might be using our facilities at the same time. The accommodation and conference rooms we have reserved for you are as per your booking form. It is possible to ask for additional meeting or break-out rooms once your booking has been made, but this will be subject to availability and will incur an extra charge. The Abbey will aim to meet users' preferences in the allocation of meeting rooms, but we cannot guarantee this.

Members of your group are welcome to use the communal areas, i.e. the lounge in the guest house, the dining room except during meal times. Please note, however, that these communal areas should not be used as breakout spaces without prior agreement with the community. An extra charge may incur.

Exclusive use

If you want exclusive use of the Abbey, this can be agreed for groups of at least 15 but will incur a premium price which we can discuss with you on application. Exclusive use means no other groups would be sharing the space with you but please note that the additional meeting room charge will still be applicable if you require the use of more than one meeting room

Final details

Any final information relating to numbers, names and special requirements (e.g. setting up of the conference rooms and dietary requirements) must be confirmed by email or in writing not less than 14 days before your event is due to start. All food is vegetarian and freshly made for you in our kitchen. Restricted diets can be provided for genuine medical reasons (with 14 days notice) but please check with us in advance that we can handle these requests.

Departure Day

All bedrooms must be vacated by 10.00 a.m. unless previously agreed with the community.

Invoice

A final invoice will be sent to you on receipt of final information, two weeks before your event. Any extras, e.g. guests over and above the number stated on your form or any extra meals, will be charged in a supplementary invoice. The Hirer shall pay all charges within 14 days of the date of the invoice(s).

The Abbey Sutton Courtenay Ltd Booking Form

Please complete and return either by email (admin@theabbey.uk.com) or post to The Administrator, The Abbey Sutton Courtenay Ltd, The Green, Sutton Courtenay, Abingdon, Oxfordshire OX14 4AF.

Contact details

Contact name:	Organisation:
Address:	Tel:
	Email
	Mobile:
Address for invoice (if different from above):	

Hire details

Number in group (including leader(s)):	Arrival date: Departure date:
Arrival time: (9:00 or 16:00)	Departure time: (10.00 am or 16.00 or please discuss with us in advance)
<p>The Abbey can accommodate up to 19 people in 13 bedrooms. Please see the attached price list.</p> <p>Please indicate whether standard rate (business) or voluntary rate (charities and individuals)</p> <p>Number of single rooms required: _____</p> <p>Number in twin rooms required: _____</p> <p>Non-residential (inc lunch, no evening meal) _____</p> <p>If your booking includes a weekend, there is a minimum group size of 8 for residential groups. This comprises 7 located in one wing of the guest house (either 3 twins and one single or 2 twins and 3 singles, depending on availability) plus one facilitator in main house.</p>	
<p>Please indicate preferred meeting room</p> <p style="text-align: center;">Great Hall Hearth Library Solar</p>	

Extras including Audio visual requirements – please tick if required	
Flip charts/pens	Projector:/screen
Loop system (Great Hall only)	Open Log Fire (available in Great Hall / Hearth / Solar
Are Additional Meeting Room(s) required Yes / No	Other (please specify):
If you wish exclusive use of the Abbey, this is available for groups of 15 or over, at a premium price; please inquire.	
B&B may be available the night before for group bookings, subject to availability.	

Total cost of booking (as estimated by you)	£
Deposit (non refundable/non transferrable)	£300.00
Balance due	£
Approved by (Abbey staff):	

Please note that this amount (when agreed with the Abbey) forms the contractual agreement for your booking. Any changes to this booking will be handled in accordance with our terms and conditions.

To confirm the booking, please sign and return the completed form to The Abbey together with your deposit. This can either be done electronically (preferred) or as a paper copy. Please note that your signature below acknowledges acceptance of the terms and conditions (attached).

If payment is to be made electronically The Abbey bank details are:
Lloyds Bank, Sort Code: 30-10-04; Account Number: 00497620 and use your name as reference. Alternatively you can send a cheque, made payable to The Abbey Sutton Courtenay Ltd.

Signed

Name (please print)

Date