

The Manor House & Ashbury Hotels - Booking Confirmation Form

This form **must** be completed and returned, via post, fax or email, to confirm your booking details and requests.

Fowley Cross • Okehampton • Devon • EX20 4NA Tel. 01837 53053 Fax: 01837 55027 Email: reception@manorhousehotel.co.uk

Section 1. Party Leader Information

Name:

Address:

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Post Code:

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Daytime Tel:

Evening Tel:

Email Address:

We have stayed before: If not, please state how you heard of us:

Our main Sport & Craft interests are: 1: 2: 3:

Section 2. Booking Details

Hotel: Manor House Ashbury

Arrival Date: (Check-in 3pm)

D	D	M	M	Y	Y
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Departure Date: (Check-out 10am)

D	D	M	M	Y	Y
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Deposit: Cheque Enclosed Already Paid

If you wish to pay your deposit by Debit Card or Credit Card* please phone reservations on 01837 53053. *Please note a 2% non-refundable charge applies to credit card payments. To pay by Bank Transfer please use the account details below and reference your name, post code and arrival date. Please notify us when making your payment. (Account Name: **Manor No.2** Sort Code: **40-42-18** Account No: **62703238**)

Section 3. Individual Room Information - Please ensure all sections are completed

Office Use Only		Initial & Surname of each person <i>For example: Rm 1: A.Jones & B.Smith</i>	Room Type (Double / Twin / Single, Family room etc*)	Room Category (Manor Only)	Number of Persons Per Room	Ages if under 18	Number of Nights	Deposit Paid	
								£	p
	Room 1								
	Room 2								
	Room 3								
	Room 4								
	Room 5								
	Room 6								
	Room 7								
	Room 8								
	Room 9								
	Room 10								
*For a Family Room please specify: Double, Twin, Single, Bunks or Cot <i>For example: (Double + 2 Singles) or (Double + Single + Bunks) etc.</i>					Total Persons in Party		Total Deposit		

In the interest of fire safety, please indicate in the request section below if guests would require help in an evacuation due to mobility, hearing or sight problems.

Section 4. Special Requests *(Please note all requests are subject to availability and are not guaranteed)*

Room Requests: Bath, Shower Only, Ground Floor, Specific Room (10%), Room Dividers (2.5%) etc.

Mobility & Dining: Please inform us if you require a wheelchair/mobility scooter (hire charges apply), or if bringing your own, so we can arrange a suitable table in the dining room. **All of our meals are now buffet service. Please inform us if you require assistance at meal times, such as table service for evening meal (date restrictions apply).** There are a wide range of menu items at all meals, including vegetarian and gluten free options. We also have an a la carte menu, with nominal additional charges, to suit most tastes. **If you have any special dietary requirements please fill in the 'Allergy and Food Intolerance' form on our website. This can be found in the 'Tariff and Information' section.**

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Section 5. Disclaimer Safety Guidelines - Please remember that accidents and injuries can occur in sporting activities. Safety awareness is crucial for accident avoidance. You are asked to comply with all safety guidance provided, whether verbal or written, if unsure then seek assistance/instruction before participating. Please ensure all members of your party are made aware of these guidance notes. **I have read and understood the information on my confirmation, the safety guidelines above and the general information / booking conditions in the tariff, including the cancellation policy, and agree to these terms.**

Signature:

Date

D	D	M	M	Y	Y
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