

## Booking form for Parcevall Hall

### Page 1

Please read and complete this 2-page form, sign and return it together with the relevant deposit, after contacting the office to check availability. Please note that bookings are not deemed complete until we have received a signed booking form and deposit.

**Please make a copy of this form for your records**

Guest name(s):

Full postal address:

Landline number:

Mobile number:

E-mail address:

Event:

Event dates:

<b>*</b> Arrival from:	<b>*</b> To:
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**\* If you need to arrive earlier or depart later than the given time, please contact the Hall in advance. In consideration of other guests and our staff, an earlier arrival / later departure will not usually be possible.**

Dietary requirements:

**In our kitchen we use nuts, dairy, wheat, gluten, soya and eggs, so we cannot guarantee they won't find their way into our home-cooked food. Please ring if you have any concerns.**

Facilities required:

Price per person:

Deposit (non-refundable and non-transferrable):

£30 per person  
(deposit cheques will be securely destroyed if places requested are unavailable)

Deposit receipts are sent only on request. Do you require one? Y / N

Note: Mobility and staircases:

**Important:** The Hall has uneven floors and spiral staircases, so we recommend suitable footwear. If you have restricted mobility and would need assistance to reach a fire escape or otherwise move around the building, you must be accompanied by an able-bodied companion. Please note that guests use the gardens at their own risk, and that Parcevall Hall cannot be held liable for any accident, injury or loss, however caused.

**This form continues overleaf**

**Cancellation Policy**

<b>Programmed events and individual bookings:</b>  Within 4 weeks of arrival: 50% of full price Within 2 weeks of arrival: 75% of full price Within 1 week of arrival: Full payment	<b>Group Bookings:</b>  Within 6 weeks of arrival: 50% of full price Within 3 weeks of arrival: 75% of full price Within 2 weeks of arrival: Full payment
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We ask any group or individual making a booking to note that in the case of snow or bad weather, unless you are notified by us that your booking/event has been cancelled, the cancellation policy above will apply. **If you need to cancel because of restrictions, self-isolation or infection related to Covid-19, we will not impose a cancellation fee.**

**Privacy Policy**

1. The Data Controller for Parcevall Hall is the Warden. They can be contacted at [admin@parcevallhall.org.uk](mailto:admin@parcevallhall.org.uk) or by telephone on 01756 720213.
2. The staff of Parcevall Hall have access to the information you provide on this form for the purposes stated below.
3. By signing this form, you consent to the holding and use of this information by Parcevall Hall for the provision of food and accommodation, and for health, safety, accounting and regulatory purposes. Parcevall Hall considers it has a legitimate basis for requesting and holding the personal information on this form.
4. Parcevall does not process your personal data for any purposes other than those given above. If these purposes change at any time, we will notify you.
5. Parcevall does not share your personal data with any third party, nor is this data automatically processed or used for profiling.
6. If you have any complaints about our data protection or compliance which have not been answered or dealt with to your satisfaction by the Data Controller, you can contact the ICO, the Information Commissioner’s Office at <https://ico.org.uk/> or by phone on 0303 123 1113.
7. If any necessary information regarding your mobility and/or health is not provided on this booking form, it may be we are unable to accommodate you. Likewise, omitting any dietary requirement means we cannot provide food for you which is safe for you to eat.

*Before you arrive....*

**Corkage.** A corkage charge of £5 applies to each bottle of wine or spirits brought into the Hall for consumption on the premises. The Hall has a well-stocked and reasonably priced bar which forms part of our service to you and of our income. If you require special items, please contact us and we will do our best to accommodate you.

**Re-charging.** We regret that due to fire regulations, we’re no longer able to allow any device to be recharged in the bedrooms. We will direct you to the 2 charging areas during your welcome talk.

**Please note**

If you would like to receive occasional emails from us with news and offers, please tick the box below. You can withdraw your consent at any time. You will find a full copy of our Privacy Policy on our website at [parcevallhall.org.uk](http://parcevallhall.org.uk), or you can contact us and we will send you a copy.

**By signing this form, you confirm you have read and understood the information it contains, that you are able and willing to comply with its conditions, and have notified us of any requirements you may have.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**We look forward to welcoming you.** If you have any queries please do not hesitate to contact us.