



The Abbey Sutton Courtenay Ltd

The Green
Sutton Courtenay Nr Abingdon
Oxfordshire OX14 4AF

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www.theabbey.uk.com

Booking Form 1st January – 31st December 2023

All prices shown include VAT at current rate (if applicable)

Please complete, sign, and return by email and pay your deposit within 14 days.

Name:	Organisation:
Address:	Tel:
	Mobile:
	E-mail:

Nature of booking

Please say something about the nature of your booking.

Please note that if the group size is over 14, some participants will have to share Twin Rooms

Number of day participants:	Date of arrival:		
Number of overnight residents:	Date of Departure:		
Arrival time (9am or 4pm):	Departure time (11am or 4pm):		
Number of Days:	Number of Nights:		
Room Hire Please indicate your selection below:			
Great Hall	Hearth	Library	Solar

If you wish to use the Great Hall would you like:

Tables	Yes / No	If chairs are required, please indicate layout		
Carpet	Yes / No			
Chairs	Yes / No	Circle	Horseshoe	Theatre Style

Extras Please indicate your selection below:

Log fire (£28 per day) Great Hall / Hearth / Solar	Projector & screen (free of charge)	Hearing Aid Loop (Great Hall only) (free of charge)	Flip chart & pens (free of charge)
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Total cost

Item	Unit Cost	Numbers required for entire stay	Total Cost
Single bedrooms	£80 per night		
Double bedrooms	£100 per night		
Breakfast	£15 per person		
Morning Refreshments	£5 per person		
Afternoon Refreshments	£5 per person		
Lunch	£15 per person		
Supper	£30 per person		
Hire of Great Hall	£400 per day / £40 per hour		
Hire of Solar	£130 per day/£75 per half day		
Hire of Hearth	£130 per day/£75 per half day		
Hire of Library	£130 per day/£75 per half day		

Total as estimated by you	£
Deposit non-refundable/transferrable	£300
Balance Due	£

This amount (when agreed with the Abbey) forms the contractual agreement for your booking. Any changes to the information provided will be handled in accordance with our terms and conditions. **Bookings will remain unconfirmed until a deposit is received.**

By signing/returning the booking form you confirm that you have read our **Price List & Terms & Conditions** document.

Payment is by bank transfer. Please use your name as the payment reference.

Account Name: The Abbey Sutton Courtenay Ltd

Sort Code: 30-10-04

Account Number: 00497620

Signed	
Name	Date