



The Abbey Sutton Courtenay Ltd

The Green
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Price List & Terms & Conditions 1st January – 31st December 2023

The Abbey can accommodate up to 19 people for residential stays, we have 4 twin and 5 single rooms in The Abbey Garden Lodge and 1 twin and 4 single rooms in The Abbey main building. The Abbey can accommodate up to 35 people for Non-Residential bookings

Price List

All prices shown include VAT at current rate

Overnight accommodation

- £80 single room £100 double room in the main Abbey building or the Garden Lodge. All bathrooms are shared.
- Arrival time 4.00 p.m. Bedrooms to be vacated by 11.00 a.m.
- The Garden Lodge is also available to hire, exclusive use for self catered groups, at a cost of £750 per 24 hrs.

Hire of meeting rooms

Great Hall	£400/day* or £40/hour
Solar/Hearth/Library	£130/day* or £75/half day

*A day is an 8 hour period, usually 9am – 5.00pm unless agreed otherwise in advance.

Available Extras

Tap water, jugs and glasses	No charge
Flip chart with stand and pens	No charge
Digital projector	No charge
Hearing loop system (Great Hall only)	No charge
Open log fire	£28.00 /day
Breakfast	£15
Lunch	£15
Supper	£30
Morning Refreshments	£5
Afternoon Refreshments	£5

Terms & Conditions

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

The Price List is generally updated from 1st 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.

Overnight accommodation will be charged to the hirer who will be expected to recharge the residents as appropriate.

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

All users of The Abbey Sutton Courtenay Ltd, 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.

Confirming Your Booking

Please return your completed booking form and deposit within two weeks of your provisional booking.

Provisional bookings are held for two weeks, receipt of either a booking form or deposit will be taken to mean you wish to confirm the booking and accept our terms and conditions. If a deposit but no booking form is received, or the group size is not indicated on the booking form then it will be assumed a group of 10. If it proves necessary for you to cancel the booking within the period when cancellation fees apply (12 weeks or less before the booking date) then cancellation charges will be based on a group size of 10 people.

Please note: all deposits are non-returnable and non-transferable.

All Bookings for groups requiring overnight accommodation require a deposit of £300.

Non-Residential Bookings require a deposit of £100.

Individual retreat bookings will require a deposit of £30

Shared Use

Shared use means there may be other activities, groups or guests using our facilities during your stay.

Please note that communal areas should not be used as breakout spaces without prior agreement as an additional charge will be incurred.

Exclusive use

Exclusive use means no other groups will be using our facilities during your stay.

If you want exclusive use of The Abbey, this can be agreed, subject to our discretion but will attract a premium price which we can discuss with you on application.

For Group Leaders

- It is the Group Leader's responsibility to collect payment from all course participants.
- Information relating to participant numbers and special requirements, such as setting up conference rooms and dietary requirements, must be provided 14 days prior to arrival.
- When possible, please send your proposed course schedule in advance. This helps The Abbey team prepare for break times and be aware of quiet times, etc.
- We recommend Group Leaders arrive at least half an hour prior to the course participants to familiarise themselves with The Abbey and to greet participants.
- A Bedroom Allocation / Fire Register form will be given to you on arrival, or can be emailed in advance if requested.

The Abbey provide vegetarian meals. Vegan, gluten or dairy free diets can be catered for if notified to The Abbey at least 14 days prior to arrival.

Please be aware that in our kitchen we use dairy, wheat, gluten, nuts, soya, eggs and other allergens.

If the Group Leader is unable to collect payment from their participants, or provide necessary information so that significant administrative effort falls to our administrator, The Abbey reserve the right to apply an additional 10% Service Charge to the final invoice.

If you cancel your event

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

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

If no number of delegates is given on the booking form or a booking form is not received, then any cancellation charges will be based on a group of ten.

Individual group members cancelling within 4 weeks of the booking will be charged as if they have attended.

Departure

Bedrooms are to be vacated by 11.00 a.m.

Invoice

A final invoice will be issued to the person named on the booking form when we receive confirmation of final numbers, usually two weeks before your event. Any extras, e.g. additional guests, extra meals and open fires, booked after this, will be charged in a supplementary invoice. Please note, we are unable to issue individual invoices to course participants. The Hirer shall pay all charges within 14 days of the date of the invoice(s). If the group size reduces after the final invoice has been issued, then those participants will be charged as if they had attended.