



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 2024

All prices shown include VAT at current rate

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.

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:			
Great Hall	Hearth	Library	Solar

If you wish to use the Great Hall please indicate your choices below:

Furnishing	Number
Tables	
Meditation Cushions	
Chairs	

If chairs are required please indicate your choices below:

Circle	Horseshoe	Theatre Style
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Extras Please indicate your selection below:

Log fire (£28 per day) Great Hall, Hearth & Solar	
Projector & Screen (Free of charge)	
Flip chart & pens (Free of charge)	
Hearing Aid Loop (Great Hall only – Free of charge)	

Bedrooms Requested in The Abbey

Cherry (double)	
Chestnut (twin)	
Speedwell (single)	
Aconite (single)	
Trefoil (single)	
Branch (single)	
Root (single)	
Lodestar (single + en-suite)	

Catering Please indicate any food intolerances and allergies for your group below:

Dietary Requirement	Guest No.	Guest Names
Gluten Free		
Wheat Free		
Vegan		
Egg Free		
Lactose Free		
Nuts		
Other		

Additional Catering Requirements Please indicate in the box below:

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Total cost

Item	Unit Cost	Numbers required for entire stay	Total Cost
Garden Lodge (exclusive use)	£725		
Single bedrooms in The Abbey (or in the Garden Lodge)	£80 per night		
Double/Twin bedroom in The Abbey (or in the Garden Lodge)	£100 per night		
Breakfast	£10 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/£100/£30
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 Limited

Sort Code: 30-10-04

Account Number: 00497620

Signed:	
Name:	Date: