



ISLAND HALL  
GODMANCHESTER  
CAMBRIDGESHIRE PE29 2BA



## **Booking Confirmation Form 2023/2024 FOR GROUPS**

Please contact weekdays during office hours – Tel 01480 459676  
[www.islandhall.com](http://www.islandhall.com) Email: [enquire@islandhall.com](mailto:enquire@islandhall.com)

**N.B THIS FORM MUST BE COMPLETED, RETURNED AND BALANCE PAID A MINIMUM OF TWO WEEKS BEFORE VISIT.**

**IN THE EVENT OF A CANCELLATION, WE REQUIRE A MINIMUM OF 6 WEEKS WRITTEN NOTIFICATION\***

An email confirming your booking will be sent on receipt of both form & balance. \*deposits are non-refundable.

Tours last 1 – 1 ½ hrs. A Group Visit lasts 2 ½ - 3 hrs in total. A visit lasting more than 3hrs is subject to a surcharge or can be classed as a private event, please contact us for further pricing on Venue Hire. PLEASE DO NOT ARRIVE TOO EARLY.

*We are sorry that children under 13 cannot be accommodated on tours.*

Date of visit: \_\_\_\_\_ Time of arrival: \_\_\_\_\_ Form of transport: \_\_\_\_\_

Name of the Party: \_\_\_\_\_ Organiser's name: \_\_\_\_\_

Are you visiting anywhere else on this day? \_\_\_\_\_

	Cost Per Head	Final Number	Total
Group 21 - 39 members	@ £12.50 per head		
Group 40 - 60 members	@ £12.00 per head		
Tea	@ £4.00 per head		
Coffee	@ £4.00 per head		
Tea & Biscuits	@ £5.00 per head		
Coffee & Biscuits	@ £5.00 per head		
Afternoon Tea	@ £15.50 per head		
Full Afternoon Tea	@ £17.50 per head		
Lunch (water/elderflower included).	Price as quoted		
Pudding	Price as quoted		
Water Glass & Filtered Water	@ £1.50 per head		
Wine Glass & service of your own wine	@ £3.50 per head		
Additional item	Price as quoted		
Additional item	Price as quoted		
Additional hours (visits above 3 hrs)	@ £180.00 per hour		
		<b>Subtotal</b>	
		<b>Less Deposit Paid</b>	- £250.00*
		<b>Total Due</b>	

Paid by Cheque to: Island Hall Ltd  Paid by Bank Transfer: NatWest Account No. 33992290 Sort Code 56-00-31

**Parking for Cars:** Mill Yard Free Public Car Park, Post Street, Godmanchester, Huntingdon, Cambridgeshire PE29 2AQ for your sat nav purposes) which is Adjacent Island Hall itself.

### **Parking for Coaches:**

Coaches are welcome to drop off passengers in front of the house.

The coach driver should use: 18, Post Street, Godmanchester, PE292BA for your sat nav purposes.

- There is a set down point on the main road outside the house gates. Please ask your coach driver to respect our neighbours by not parking in front of their houses.
- The coach must then move to the layover bays at Huntingdon Bus Station free of charge offered on a first come first serve basis. Postcode: PE29 3PR. An aerial image view of this has been shared with you by email to pass on to your driver is attached.