LENCHWOOD BOOKING FORM and INVOICE 2027

Please fill out your booking requirements and return to the Lenchwood Office for processing. If you are a group requiring exclusive use of the site, please contact the office for pricing.				
Name of Lead Person:				
Address:				
Mobile:		Email:		
Start date:		End Date:		
Number of Nights:				
Group Name if applicable:				
DOGS are accepted on-site at £5 per night each – Maximum 10 on-site at any one time. Day Visitors to the site for each event - £5 per day BBQ Hire - £15 per hire				
Accommodation: Lodges and Cabins are provided with bedding & towels Caravans are provided with bedding packs. Bedding packs can be provided in the Pods for £21				
Lodges & Cabins	Number required	Number of nights	Price per night	Total
Lodges - 3 onsite (Sleeps 8 in 4 en-suite rooms)			£386	
Cabin Rooms - 10 onsite (Sleeps 2 in an en-suite room)			£78	
Cabin Kitchens – 2 onsite (Fully kitted kitchen serves 4)			£27	
Static Caravans	Number required	Number of nights	Price per night	Total
Caravans 1, 4 & 7 (Sleeps 4 + additional sofa bed)			£132	
Caravan 2 (Sleeps 4 but **no shower**)			£95	
Caravans 3, 5, 6 & 8 (Sleeps 6)			£154	
Pods – 10 onsite (Sleeps 2 per pod)	Number required	Number of nights	Price per night	Total
(Twin with fridge, kettle, USB)			£49	
Camping & Touring	Number required	Number of nights	Price per night	Total
Pitches with electric 28 fixed points onsite			£30	
Pitches without electricity 100 pitches onsite			£25	
Meeting Barn – Seats 200 with staging & PA equipment		Full day	£276	
		Half day	£148	
Servery/ Dining & kitchen - Seats 80			£248	
		Total (including VAT)		
	25% deposit to be paid within 7 days of booking			
		Balance to pay		
		Total sum without 20% VAT		

Please return to Lenchwood Trust, Spitten Fram, Ab Lench, Evesham WR11 4UP
T: 01386 462220

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BACS Payment details	The Lenchwood Trust Sort Code: 30-98-97 Account: 87009162
PLEASE NOTE LATE PAYMENT WILL INCUR AN ADDITIONAL 5% FEE,	
I agree to the above details and to be bound by the Lenchwood terms & conditions.	(Please tick the box)
I confirm that I have included a copy of our Public Liability insurance with this booking form. (if applicable) Please ensure that you have emailed copies of the above 1 month before arrival.	(Please tick the box)
Lead name:	
Date:	
Signature:	
Any electronic submission of this form will be accepted in place of a signature It will confirm that you agree to the costs & details and the terms & conditions of Lenchwood Trust. Any changes or additions should be made in writing to the Lenchwood office	

Site Hazards

There is a small pond in the woods at the end of Static caravan 8 – often dry in summer
A public right-of-way runs through the woods behind the cabins & lodges

Please leave your accommodation clean & tidy. An additional charge will be levied should there be breakages or damage to furnishings or bedding. Bedding or sleeping bags must be used on all beds. Guests should not sleep on mattress protectors alone.
An additional charge is levied for loss of keys or replacement of locks if required.
Deposits or full payment is required in advance for the hire of equipment for games, BBQs, or cables

Office use only:			
Deposit paid (25%) Date:	**£**		Booking Reference
Balance due 1 month before arrival	**£**		
Balance received date:			
Special Requests:			

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