

# BOOKING FORM



# BOOKING CONDITIONS AND INFORMATION

## Potters House

Name of Group: .....

Group Organiser: .....

Address: .....

.....

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.....

Tel. No. (Day): .....

Tel. No. (Eve): .....

Mobile Tel: .....

E-Mail: .....

Arrival Date: ...../...../..... Arrival Time: .....

Departure Date:...../...../.....

Approximate number in group: .....

Bed Linen Hire (Yes/No): .....

Towel Hire (Yes/No): .....

Board basis: Full B ..... Self Cat. .... (Please tick)

Any special requirements: .....

.....

Deposit enclosed: Up to 2 nights: £320 .....

(inc. VAT) Over 2 nights: £480 .....

Please make all cheques payable to:

**HEBRON HALL LTD**

*I confirm that the booking conditions of my party are accepted by me and also by members of my party.*

**Signature:** ..... **Date:** .....

Please return this booking form, completed, with your deposit to: Hebron Hall Christian Centre, Cross Common Road, Dinas Powys, Vale of Glamorgan CF64 4YB

**OFFICE HOURS:** The Conference Centre Office is open between 9.00 a.m. and 4.30 p.m. Monday to Friday to deal with enquiries and bookings. Please ring Dinas Powys (029) 20515665 or e-mail us at bookings@hebronhall.org

**BOOKING:** Bookings can be made during the above hours, please ring to check the availability of dates. You can make a provisional booking, which we will hold for two weeks pending the return of a completed booking form and deposit. We regret that without a holding deposit we cannot reserve this accommodation for you.

**MINIMUM NUMBERS:** The minimum bookable number is 25 adults. However, it may be possible during off peak periods to take smaller groups Please ring to determine if we are able to accommodate your needs.

**BOOKING ALTERATIONS:** If for any reason you need to make alteration to your booking after it has been confirmed please ring the office immediately on (029) 20515665. If the amendment involves a change of arrival date, or duration of stay, we reserve the right to treat the amendment as a cancellation and cancellation charges as detailed below could take effect. We also reserve the right to refuse a request involving a change from Full Board to Self Catering.

**CANCELLATIONS:** All cancellations must be in writing from the person who signed the original booking form. Cancellation charges are as detailed below:

Before 52 weeks of arrival .....loss of deposit  
Between 40 -20 weeks of arrival .....25% of total cost  
Between 19 - 8 weeks of arrival..... 50% of total cost  
Between 7 - 4 weeks of arrival ..... 75% of total cost  
Within 4 weeks of arrival .....100% of total cost

**PAYMENT:** Payment is due at the beginning of your stay and failure to make payment in full at that time will result in a surcharge of 5% of your invoice amount being added to your bill.

**ARRIVAL & DEPARTURE TIMES:** We request that weekend groups do not arrive before 2.00 p.m. On the day of departure, weekend groups should leave by 4 p.m. and other groups should depart by 9 a.m. please. In some cases it is possible to vary this so please contact us to discuss variations required.

**FACILITIES:** The Potter's House has a well equipped kitchen and dining room for self catered or catered groups. The 14 bedrooms can accommodate up to 35 guests, all rooms decorated to a very high standard, having their own en-suite facilities. Bed linen and/or towels are provided at an additional charge for each. There are limited facilities for washing and drying items of clothing. Facilities are also available for the making of baby feeds and meals. Subject to availability guests have use of the indoor 20 metre, heated swimming pool, gymnasium and tennis courts, at no extra charge. However, these facilities will need to be booked in advance, in order that time slots can be allocated. We regret that the swimming pool cannot be used on a Sunday, except for baptisms subject to previous permission being sought. Below the main lawn there is also a Barbecue area which can also be booked at no extra charge.

**ITEMS TO BRING:** Games equipment. Self catering groups will also need to bring tea towels, washing up liquid, dishcloths/scourers, toilet rolls and black bin bags etc.

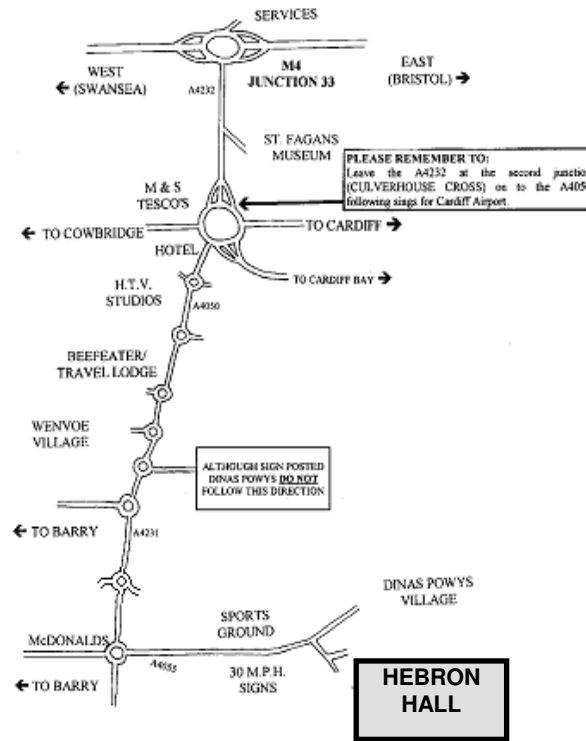
**CENTRE RULES:** Please leave rooms clean and tidy on departure. Self catering groups should ensure that bins are emptied. Smoking and drinking in any part of the premises is not allowed. Please be sensitive to other guests, residents and neighbours and only play music at moderate levels. We regret that pets, with the exception of Guide Dogs, are not allowed. Children should be supervised at all times and those under eight are not allowed in the swimming pool without a responsible adult.

**RESTRICTED AREAS:** Please respect the private areas of the centre including Kings Court, Bethel House Care Home for Older People, Private residences and accommodation allocated to other groups. Staff only areas are clearly indicated.

**NOISE:** In consideration of our neighbours, no outside activities are allowed after 10.00 p.m. and before breakfast. There should be no excessive noise in the Centre after 12 midnight.

**LIABILITIES:** Hebron Hall cannot be held responsible for accidents sustained during games/pool activities etc. or for loss of, or damage to articles of value, and motor vehicles.

## FLOOR LAYOUT OF THE POTTER'S HOUSE



### DIRECTIONS TO HEBRON HALL CHRISTIAN CENTRE

Leave the M4 Motorway at Junction 33. At the roundabout take the exit onto the A4232 following the signs for Cardiff Airport and Barry. Leave the A4232 at the second exit **CULVERHOUSE CROSS**. At the roundabout (traffic lights are in operation), take the third exit onto the A4050 following signs for Cardiff Airport and Barry. There are then a series of small roundabouts carry straight across at the first four. At the fifth roundabout again carry straight on, making certain that you **DO NOT** turn left even though it is sign posted for Dinas Powys. At the sixth roundabout take the first exit onto the A4231 sign posted Sully Docks. At the first roundabout adjacent to Lidl foodstore go straight on. At the next roundabout adjacent to McDonalds take the first exit (left) onto the A4055 following the Dinas Powys sign, after approximately  $\frac{3}{4}$  of a mile you will pass a number of 30 M.P.H. count down signs. After approximately  $\frac{1}{2}$  mile Hebron Hall is sign posted to the right off the main road over a narrow bridge. The main entrance to Hebron Hall is signposted immediately on the left.

# HEBRON HALL CHRISTIAN CENTRE

Cross Common Road, Dinas Powys,  
Vale of Glamorgan CF64 4YB

Tel. 029 20515665  
Fax. 029 20515776



## THE POTTER'S HOUSE

Hebron Hall is a Company Limited by guarantee with charitable status  
Charity Number 514184