



# Manor Event Booking Form

Oak Hall  
Otford, Kent, TN15 6XF

**Welcome! Please complete one form per person and post.**

FOR OFFICE USE ONLY	
CODE NO:	
REF NO:	
INS	DEP

### Personal Details

Last Name.....  
 First Name.....  
 Title..... D.O.B..... NATIONALITY.....  
 Address.....  
 ..... Post Code.....  
 Daytime phone No..... Work Phone.....  
 Mobile.....  
 E-mail.....@.....  
**Manor Event Code**..... **Dates**.....

All guests will be accommodated in standard shared rooms (with no supplement) unless otherwise requested. For events at the manor it is a help to us if you could bring your own bed linen or sleeping bag. However if you prefer we can provide you with sheets and pillowcase for a £3 supplement to cover our laundry costs. Please indicate below if you would prefer us to provide bed linen for you.

If you are coming with others and would like to share a room with them, please indicate their name(s) below:

### Payment

I enclose my cheque including payment for the following (please tick or highlight):

- Deposit of (£10) Balance due at least one month before the event.
- Supplements payable £.....
  - Single Rooms - £20.00
  - Double or Twin rooms - £10.00 (per person)
  - Sheets £3
- Full payment of £.....
- I wish to make use of the courtesy vehicle from Otford Station to the Manor at 20:00hrs or 21:00hrs on Friday evening.

Total enclosed £ _____
------------------------

Cheques should be made payable to Oak Hall. We will confirm your booking by post straight away and confirm details of any extra payments to be made. Payment is then due one calendar month before hand. Within one month of the event all payments are non-refundable and non-transferable.

### I would like some more Oak Hall information:

- Summer brochure
- Winter Brochure
- A Taste of Mission (ATOM) details.
- Information on bringing a Church Group / Christian Union to the Manor.

### We are pleased you are coming with us. Please now read and sign the following:

I sign to agree that deposit payments are non-returnable and non-transferable should I cancel my booking. I agree to pay the final balance one calendar month before the Manor event. I am in good health and will advise you of any disability and/or pre-existing medical condition. We are able to cater for normal and vegetarian diets. If you require a vegetarian menu for this event, please tick this box.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**That's it! We look forward to you joining us at the Manor.**  
 Oak Hall, Otford, Kent, TN15 6XF Tel: 01732 763131 Fax: 01732 763136  
 Email [office@oakhall.co.uk](mailto:office@oakhall.co.uk)