



**Bishop  
Woodford  
House**  
Retreat & Conference Centre



The Church of England  
**Diocese of Ely**

# Bishop Woodford House

Retreat & Conference Centre

## 2020 Tariff



**Bishop Woodford House Retreat & Conference Centre**  
**Barton Road**  
**Ely**  
**Cambridgeshire**  
**CB7 4DX**

**Tel: 01353 663039**

**Email: [retreathouse@elydiocese.org](mailto:retreathouse@elydiocese.org)**

**Web: [www.bishopwoodfordhouse.com](http://www.bishopwoodfordhouse.com)**



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## Facilities

Bishop Woodford House welcomes and can accommodate 31 guests, we have  
13 single standard bedrooms with shared bathroom facilities  
10 single en-suite bedrooms  
4 twin en-suite bedrooms.  
All rooms are centrally heated and towels are supplied.

The House has a fully licensed bar where alcoholic and non-alcoholic drinks are for sale. If guests wish to bring their own alcoholic drinks to consume on the premises, please make prior arrangement with the Warden a corkage charge will be applied.

Situated in the delightful cathedral city of Ely, the house is easily accessible by road and by rail. The nearest railway station is Ely which is about ½ mile from the House.

### Residential Tariff per 24 hour period

|                    | Standard Room | En-Suite |
|--------------------|---------------|----------|
| Bed & Breakfast    | £42.50        | £51      |
| Half Board         | £66           | £74      |
| Full Board         | £87           | £95      |
| Choirs & Charities | £80           | £89      |
| Christian Groups   | £78           | £84      |

**Day Events** (prices are per person and include morning coffee, lunch, afternoon tea and room hire)

|                    |     |
|--------------------|-----|
| Standard tariff    | £35 |
| Choirs & Charities | £33 |
| Christian Groups   | £30 |

**Meeting Rooms:** These charges only apply to non-residential groups or those not having either lunch or evening meal. If lunch or evening meal is booked the room hire does not apply.

A session is a morning, an afternoon or an evening.

#### Room & Max no' of people Cost

|                 |    |  |
|-----------------|----|--|
| The Chapel      | 60 | £35.00 / session or £83 all day and eve  |
| Main Lounge     | 48 | £64.00 / session or £150 all day and eve |
| The Board Room  | 30 | £64.00 / session or £150 al day and eve  |
| St Mary's Room  | 20 | £43.00 / session or £85 all day and eve  |
| St Peter's Room | 8  | £22.00 / session or £52 all day and eve  |
| The Library     | 4  | £18.00 / session or £50 all day and eve  |

Guests are welcome to book tea / coffee and biscuits at £2.25 each.

Digital Projector, Screen, DVD / CD Player and Flip chart are all available. Please request these at the time of booking

*All prices are per person per night and exclude VAT which if applicable is charged at the prevailing rate*



## Terms & Conditions of Booking 2020

1. All bookings are considered provisional until a booking form has been received along with a deposit.
  - For a residential group of 1-8 £150
  - For a residential group of 9-16 £250 (If the final group number is 8 or less a £100 cancellation fee will be charged)
  - For a residential group of 17-22 £300 (If the final group number is between 9 - 16 a £50 cancellation fee will be charged; if it is 8 or less the cancellation fee will be £150)
  - For a residential group of 23+ £400 (If the final group number is between 17 - 22 a £100 cancellation fee will be charged; if it is between 9 - 16 the cancellation fee will be £150; if it is 8 or less the cancellation fee will be £250)
  - For all non-residential groups a non-refundable deposit of £50 is required, or payment in full if the total amount is due
2. The deposit is non-refundable but will be deducted from the final bill.
3. Cancellation Fees are charged on all cancelled bookings (full or partial) and are based on the numbers given on the booking form or revised numbers subsequently advised in writing. Fees for cancellation will be charged as follows:
  - More than 6 months notice                      no fee
  - Between 3-6 months notice                      10% of the full fees
  - Between 1-3 months notice                      25% of the full fees
  - Between 1 week-1 months notice              50% of the full fees
  - Less than 1 weeks notice                        75% of the full fees
  - Individual members of a group cancelling within 48 hours of the start of the booking /event will be charged for in full.
4. Groups will be regarded as a corporate body to whom one invoice will be issued.
5. Groups are to provide a list of participants and a programme to the House not less than 2 weeks prior to arrival.
6. Groups will be invoiced soon after departure and payment in full should be received within two weeks of the date of the invoice. Payments received after this date may be subject to a surcharge.
- 7.
8. Groups requiring Sole Use of the House will be charged for a minimum of 23 people. Please request this at the time of booking.
9. VAT will be charged where applicable at the current rate.