

Terms and Conditions

Groups will be invoiced on 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.

Groups requiring Sole Use of the House will be charged for a minimum of 23 people. Such a requirement must be made at the time of booking.

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, they should make prior arrangements with the Warden and will be charged corkage.

Cancellation Charges

All deposits are non-refundable and, in addition, cancellation fees will be charged as follows:

If more than 6 months notice – no fee

If between 3-6 months notice – 10% of the full fees

If between 1-3 months notice – 25% of the full fees

If between 1 week-1 months notice – 50% of the full fees

If less than 1 weeks notice – 75% of the full fees

If individual members of a group cancel within 48 hours of the start of the booking they will be charged for in full.

Facilities

Bishop Woodford House is a modern building which can accommodate 31 guests in 13 standard single, 10 single en-suite and 4 twin en-suite bedrooms. All rooms are centrally heated and towels are supplied.

Location

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.

Contact Details

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

Telephone: 01353 663039

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Email: office@bishopwoodfordhouse.com
www.bishopwoodfordhouse.com



VAT Registration No: 927531516
Registered Charity Number 245456



2012 Tariffs

*For a Pause on
Life's Journey*

Residential

Prices are per person per night and exclude VAT. VAT will be charged where applicable at the current rate. Prices are subject to change without notice.

Full Board per 24hr (in a standard room)

Standard Tariff	£67.00
Choirs & Charities	£62.00
Christian Groups	£58.00

Bed & Breakfast

£32.00 in a standard room.

Half Board

£49.50 in a standard room

Supplements

En-Suite Room £6.25 per person per night



Day Events

Prices are per person and include morning coffee, lunch and afternoon tea. Prices exclude VAT which will be charged where applicable at the current rate. Prices are subject to change without notice.

Standard Tariff	£28.00
Choirs & Charities	£26.00
Christian Groups	£24.00



Meeting Room Charges per Session

This applies to groups who are NOT having either lunch or evening meal here. A session is a morning, afternoon or evening. Prices exclude VAT which will be charged where applicable at the current rate.

Chapel (seats 30+)	£23.50
Main Lounge or Boardroom (seats 30+)	£44.50
St Mary's Room (seats up to 20)	£29.00
St Peter's Room (seats up to 8)	£15.75
Library (seats up to 4)	£12.50

If tea / coffee and biscuits are required, there is an additional charge of £2 per person.

The use of a Digital Projector, Screen, DVD, VCR, CD Player and Flipchart are included in the above cost but must be requested at the time of booking.

Deposits

Groups are required to pay non-refundable deposits. Deposits shown exclude VAT which will be charged where applicable at the current rate.

For a group of 1-8 **£150**

For a group of 9-16 **£250**
(If the final group number is 8 or less a £100 cancellation fee will be charged)

For a 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 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 due (excluding VAT) for the booking is less than £50.

