

## Booking form for Parcevall Hall

### Page 1

Please read and complete this 3-page form, sign and return it together with the relevant deposit, after contacting the office to check availability. Please note that bookings are not deemed complete until we have received a signed booking form and deposit. Spaces are allocated on a first-come, first-served basis.

**Please make a copy of this form for your records**

Guest name(s):		
Full postal address:		
Landline number:		
Mobile number:		
E-mail address:		
Event:		
Event dates:	* From:	* To:

\* If you need to arrive earlier or depart later than the given time, please contact the Hall in advance. In consideration of other guests and our staff, an earlier arrival / later departure will not usually be possible.

Dietary requirements:	<p>Please be aware that in our kitchen we use nuts, dairy, wheat, gluten, soya and eggs, so we cannot guarantee they won't find their way into our home-cooked food. Please ring if you have any concerns.</p>
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Facilities required:	
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Price per person:	£
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Deposit (non-refundable):	<p>£30 per person          (deposit cheques will be securely destroyed if places requested are unavailable)</p>
	<p>Deposit receipts are sent only on request. Do you require one? Y / N</p>

Note: Our floors and staircases:	<p>The Hall has uneven floors and spiral staircases, so we recommend suitable footwear.</p>
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**This form continues overleaf**

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Covid-19

*At the time of sending this form, restrictions and controls are in place to reduce the transmission of Covid-19. The following requirements for guests visiting Parcevall Hall may be updated by the time of your visit, and we will contact you to inform you if this is the case.*

Please consider the restrictions in place, and whether travel is allowed/advised. We have a shared responsibility for the health and well-being of everyone at Parcevall Hall and in the local community.

All guests must wear a face mask before entry into the Hall and abide by the 2-metre social distancing guidance. Guests must wear a face mask or covering at all times, unless eating or drinking or in their own room and allocated bathroom. Please note that honouring the social distancing and other guidelines cannot be left to personal preference and is not optional. We have other measures to help to keep you safe, which will be explained to you on your day of arrival. PLEASE NOTE: OUR BAR IS NOT CURRENTLY OPEN, SO PLEASE BRING WITH YOU ANY DRINKS YOU WOULD LIKE DURING YOUR STAY.

Please bring your own alcohol based anti-bacterial hand gel for use before leaving your room. Hand gel is provided in all public areas.

Parcevall Hall staff take bi-weekly lateral flow tests, and wear face masks when working in the public areas. All touch points are regularly cleaned throughout the day. Our kitchen staff will continue to follow strict food safety and hygiene procedures, enhanced to limit the opportunities for the transmission of Covid-19.

If you have symptoms of Covid-19 before arrival, please do not visit Parcevall Hall. We will not charge a cancellation fee in these circumstances. If you develop symptoms during your time at Parcevall Hall, you must immediately advise a member of staff, self-isolate in your room and arrange private transportation home. If you are not well enough to travel, we will contact a health care professional and the local authority. The cost for any additional stay will be invoiced to you. All other guests will be asked to return home. A refund for the remainder of guests' stay will not be made, but it may be possible to arrange a later stay, at the discretion of Parcevall Hall.

Please note that if in advance of your arrival date it is necessary for Parcevall Hall to close for reasons associated with Covid-19, we will inform you at the earliest opportunity and refund monies paid.

We will ask for payment in advance of arrival, by card or cheque to avoid close contact between guests and staff during your stay. Please also note the arrival and departure times, which must be observed so we can clean properly between groups of guests.

Despite best efforts, we can't guarantee we can eliminate the risk of Covid-19 transmission in or around Parcevall Hall. By signing this form and / or visiting Parcevall Hall, guests accept this responsibility for their own health.

Please indicate in the tick box which follows that you have read and understood the information above, and that you will / can comply with this requirement.

Depending on government advice at the time of your visit, we will let guests know after they arrive of any additional practices we have in place to protect themselves, fellow guests and staff.

We will do our best to make your stay as pleasant as we can, and look forward to welcoming you!

*Please continue to Page 3*

**Cheques payable to Parcevall Hall**

Leeds Diocesan Board of Finance is a registered charity (number 1155876) and a Company limited by guarantee, registered in England and Wales (number 8823593). Registered office: Church House, 17-19 York Place, Leeds LS1 2EX

### Cancellation Policy

<b>Programmed events and individual bookings:</b>	<b>Group Bookings:</b>
Within 4 weeks of arrival: 50% of full price	Within 6 weeks of arrival: 50% of full price
Within 2 weeks of arrival: 75% of full price	Within 3 weeks of arrival: 75% of full price
Within 1 week of arrival: Full payment	Within 2 weeks of arrival: Full payment

We ask any group or individual making a booking to note that in the case of snow or bad weather, unless you are notified by us that your booking/event has been cancelled, the cancellation policy above will apply. **If you need to cancel because of restrictions, self-isolation or infection related to Covid-19, we will not impose a cancellation fee.**

### Privacy Policy

1. The Data Controller for Parcevall Hall is the Warden. They can be contacted at [admin@parcevallhall.org.uk](mailto:admin@parcevallhall.org.uk) or by telephone on 01756 720213.
2. The staff of Parcevall Hall have access to the information you provide on this form for the purposes stated below.
3. By signing this form, you consent to the holding and use of this information by Parcevall Hall for the provision of food and accommodation, and for health, safety, accounting and regulatory purposes. Parcevall Hall considers it has a legitimate basis for requesting and holding the personal information on this form.
4. Parcevall does not process your personal data for any purposes other than those given above. If these purposes change at any time, we will notify you.
5. Parcevall does not share your personal data with any third party, nor is this data automatically processed or used for profiling.
6. If you have any complaints about our data protection or compliance which have not been answered or dealt with to your satisfaction by the Data Controller, you can contact the ICO, the Information Commissioner's Office at <https://ico.org.uk/> or by phone on 0303 123 1113.
7. If any necessary information regarding your mobility and/or health is not provided on this booking form, it may be we are unable to accommodate you. Likewise, omitting any dietary requirement means we cannot provide food for you which is safe for you to eat.

*Before you arrive....*

**Corkage.** A corkage charge of £5 applies to each bottle of wine or spirits brought into the Hall for consumption on the premises. The Hall has a well-stocked and reasonably priced bar which forms part of our service to you and of our income. If you require special items, please contact us and we will do our best to accommodate you.

**Re-charging.** We regret that due to fire regulations, we're no longer able to allow any device to be recharged in the bedrooms or public areas. Please ask a member of staff to arrange recharging, if required.

#### Please note

If you would like to receive occasional emails from us with news and offers, please tick the box below. You can withdraw your consent at any time. You will find a full copy of our Privacy Policy on our website at [parcevallhall.org.uk](http://parcevallhall.org.uk), or you can contact us and we will send you a copy.

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

**We look forward to welcoming you.** If you have any queries please do not hesitate to contact us.

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