



ASHBURNHAM

PLACE

Mid-week Residential Groups (2 nights) – 2025

4.30pm Tuesday to 11am Thursday / 4.30pm Wednesday to 11am Friday

(Prices effective from 1st July 2024)

Month	Room Type	Educational Activities (Excluding VAT*)		Standard Rate (Including VAT)	
		Shared Occupancy (per adult)	Single Occupancy (per adult)	Shared Occupancy (per adult)	Single Occupancy (per adult)
January, December	En-Suite (room with Private bathroom)	£153	£180	£183.60	£216.00
	Standard (shared bathroom facilities)	£143	£170	£171.60	£204.00
February, March, April, October, November	En-Suite (room with Private bathroom)	£175	£200	£210.00	£240.00
	Standard (shared bathroom facilities)	£145	£170	£174.00	£204.00
May, June, July, August, September	En-Suite (room with Private bathroom)	£185	£210	£222.00	£252.00
	Standard (shared bathroom facilities)	£155	£180	£186.00	£216.00

Prices include:

05/24

All meals & refreshments

Arrival Day <ul style="list-style-type: none"> Evening Meal served at 6.30pm 	Mid Stay <ul style="list-style-type: none"> Breakfast: 8.00am - 9.30am hot breakfast served from 8.30am-9.15am Tea, Coffee & Biscuits at 11.00am Lunch served at 1.00pm Tea, Coffee & cake at 4.00pm Evening Meal served at 6.30pm 	Departure Day <ul style="list-style-type: none"> Breakfast: 8.00am - 9.30am hot breakfast served from 8.30am-9.15am
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Main meeting room	Bedroom accommodation
<ul style="list-style-type: none"> from 4.30pm on day of arrival until 11.00am on day of departure 	<ul style="list-style-type: none"> Check in: bedrooms from 4.30pm (although we will endeavour to have the rooms available earlier in the day) Check out: by 10.00am

*VAT Exempt Educational Activities

Ashburnham Place is operated by Ashburnham Christian Trust (ACT) (registered charity 212755). We are a religious charitable trust whose primary charitable activities include education and training, and religious activities and we have a VAT exemption for educational and training activities we provide. Other organisations carrying out educational or vocational training activities on site may also qualify for the VAT exemption.

To qualify for the VAT exemption you need to be able to meet the following three conditions and provide us with documentation that confirms this (This is an HM Revenue & Customs requirement). **If these conditions are not met VAT at the current rate (currently 20%) will be added to your final invoice.**

- You can confirm that that you are booking on behalf of a school or college, a local or central government department, or a non-profit organisation such as a church, charity or professional body.
- You can confirm that there is a substantial educational element (60%) to your conference, such as Bible / Christian teaching.
And you can provide us with a full programme including timings, speakers and titles before you arrive.
- You can confirm that you are making a charge to everyone attending your conference.

Residential Groups - Booking Terms & Conditions

Time scales for payments and completion of documents

To confirm a booking: We will ask for the booking form and a deposit payment to be returned within 2 weeks of the booking form being sent. The deposit (1st deposit) is non-returnable and non-transferable. The 1st deposit is calculated at £20 per person based on the total estimated numbers booked on your "Residential Booking Form.

Document for prepare for your event: 4 months (16 weeks) before the start of the event we will send you the necessary documents to complete to prepare for your event.

2nd Deposit: 3 months (12 weeks) before the start of your event we will ask for a 2nd deposit equivalent to 50% of the estimated booking value (less any previous payments made).

Completed paperwork for the event: The bedroom list (for final numbers) and other completed documents is due to be returned 3 weeks before the start of your event

Final Payment: Final payment due 2 weeks before the starting date of your event. Any additional charges accrued during your visit must be settled before departure.

Payment Methods

BACS - Please quote your Booking Reference (shown on your Booking Form) with each transfer: eg ACT123
Our bank account details that you need to make a transfer are as follows:

Bank Account Name	Ashburnham Christian Trust
Account Number	59557796
UK Sort Code	60 02 07
Bank Address	Nat West Bank Havelock Road, Hastings, East Sussex, TN34 1GW

Cheque - Please make out cheques payable to **Ashburnham Christian Trust** and quote your Booking Reference (shown on your Booking Form) on the back of each cheque: eg ACT123

Credit or Debit Card - Payments can be made by credit or debit card over the phone. Please call the group bookings office on 01424 894238 / 01424 894207.

Cancellation charges

All cancellations and changes in numbers must be made in writing. Any email correspondence should be sent to groups@ashburnham.org.uk. Groups will be charged cancellation fees on any places cancelled or left unfilled below the number guaranteed on the Booking Form as follows:

Applicable Cancellation Period	Cancellation charge
1 year or longer before the event	Booking fee
From 91 days to within 12 months	Deposit as stated on booking form and booking fee
From 22 days to 90 days (within 3 months)	50% of estimated booking value
0-21 days (within 3 weeks)	100% of estimated booking value

The Trust strongly recommends that you take out event insurance to cover any cancellation charges, or have sufficient contingency funds to cover any shortfalls. If the whole group cancels, the Trust is prepared to waive these charges (less your deposit) if the meeting room can be re-sold to another group of the same size.

Damages and breakages

Groups are responsible for the full cost of reinstatement or replacement in the case of damage.