

ACCOMMODATION ALLOCATION FORM

PLEASE REFER TO OUR ACCOMMODATION GUIDE FOR FULL DETAILS ON THE ACCOMMODATION WE HAVE ONSITE.

BOOKING INFORMATION:

* Rooms are booked on first come first served basis, contact our reservations team as soon as possible for availability.
* We require a deposit per room per night to confirm the room bookings.
* Please fill in the form with the guest name with the bedroom you wish to be allocated. This is due back no later than 12 weeks before your wedding.
* Please allow 48 hours after submission of this form before inviting your guest’s to call the reservation team and make payment for their each individual bedroom.
* In the event of a cancellation please note all deposits are non-refundable and non-transferable.
* All Old Red Row rooms have a single sofa bed and we can provide additional z-beds in some rooms for children (under 12yrs) at £30 per bed, per night including breakfast. All rooms with a (\*) do accommodate z-beds, please provide names and age of any children staying in the bedrooms.
* Travel-cots are available free of charge.
* Check in time is from 3pm-6pm. If you wish to use the room earlier than this to get ready, we recommend booking the room the evening before the guarantee access.
* Check out time is 11.00am for all guests
* Breakfast is included in the room price and is served between 8.00am-10.00am in the restaurant.

If you are happy for your guests to book and do not need to allocate specific rooms they can receive our flexible wedding rate by booking online using the code ‘BHB\_WEDDING’ in the search bar. **Please share this direct link: https://bit.ly/42WDTPO**

It is your responsibility to share the booking code with your wedding guests. If you would like to allocate specific rooms to guests please contact us before giving the code to your guests and complete this form.

RED ROW RETREAT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| OLD RED ROW ROOMS: | ARRIVAL DATE: | DEPARTURE DATE | GUEST NUMBERS: | GUEST FIRST NAMES: | GUESTSURNAMES: | NOTES/REQUIREMENTS: | CHILDRENS NAME & AGE:  |
| **ROSEMARY**4 ADULTS + 2 CHILDREN \* |  |  |  |  |   |  |  |
| **LOVAGE**2 ADULTS + 1 CHILD \* |  |  |  |  |  |  |  |
| **THYME**2 ADULTS |  |  |  |  |  |  |  |
| **SAGE** 2 ADULTS |  |  |  |  |  |  |  |

HUCKLEBERRY COTTAGE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ARRIVAL DATE: | DEPARTURE DATE | GUEST NUMBERS: | GUEST FIRST NAMES: | GUESTSURNAMES: | NOTES/REQUIREMENTS: | CHILDRENS NAME & AGE:  |
| **HUCKLEBERRY COTTAGE**5 GUESTS |  |  |  |  |   |  |  |

12 OLD RED ROW ROOMS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| OLD RED ROW ROOMS (MAX 2 ADULTS + 2 CHILDREN UNDER 12) | ARRIVAL DATE: | DEPARTURE DATE: | GUEST NUMBERS: | GUEST FIRST NAMES: | GUEST SURNAMES: | REQUIREMENTS:(and any other comments) | CHILDRENS NAME & AGE:  |
|  GROUNDFLOOR  |
| 1. **OAK \***

Accessible Room |  |  |  |  |  |  |  |
| 1. **WILLOW \***
 |  |  |  |  |  |  |  |
| 1. **CHERRY \***
 |  |  |  |  |  |  |  |
| 1. **MAPLE \***
 |  |  |  |  |  |  |  |
| 1. **ASH \***
 |  |  |  |  |  |  |  |
| 1. **ELDER \***
 |  |  |  |  |  |  |  |
|  1st FLOOR |
| 1. **HOLLY \***
 |  |  |  |  |  |  |  |
| 1. **CEDER \***
 |  |  |  |  |  |  |  |
| 1. **LAUREL \***
 |  |  |  |  |  |  |  |
| 1. **JUNIPER \***
 |  |  |  |  |  |  |  |
| 1. **HAZEL \***
 |  |  |  |  |  |  |  |
| 1. **BIRCH \***
 |  |  |  |  |  |  |  |

FOR ALL QUERIES & PAYMENTS PLEASE FEEL FREE TO CALL 01207 232569

OFFICE HOURS:

10.00AM - 5.30PM

ALTERNATIVELY PLEASE EMAIL: stay@blackhorsebeamish.co.uk