



# A S H B U R N H A M

P L A C E

## Day Groups –2023

Day Visitor Rate: Tuesday – Friday (9.00am – 4.30pm):	Excluding VAT*	Including VAT
Including room hire, lunch and 2 refreshment breaks	£27.00 per adult £13.50 per child	£32.40 per adult £16.20 per child

Day Visitor Rate: Saturday (9.00am – 4.30pm):	Excluding VAT*	Including VAT
Including room hire (no meals and refreshment breaks included)	£13.50 per adult £6.75 per child	£16.20 per adult £8.10 per child

### \*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.

### Payment terms

**Booking Fee:** A non-returnable, non-transferable deposit is payable in order to confirm your booking.

The deposit is calculated as £5 per person for the number of places you guarantee on the “Day Booking Form”,

**Final Payment:** Final numbers are required 14 days before the start of your event. Final payment due 7 days before the starting date of your event. Any additional charges accrued during your visit must be settled before departure.

### Cancellation charges

All cancellations and changes in numbers must be made in writing. Any email correspondence should be sent to [groups@ashburnham.org.uk](mailto: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
15 days or longer before the event	Deposit as stated on booking form
0-14 days before the event	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.