



BICKLEIGH CASTLE

The Estate Office
Bickleigh Castle, Tiverton, Devon EX16 8RP
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Bickleigh Castle is one of Devon's most historic properties. Set in picturesque grounds, the group of listed buildings is centred around the Grade 1 listed Castle, which dates to Norman times and was revised in the 15th century under a granddaughter of King Edward III, the Lady Margaret Beaufort (great-aunt of King Henry VII). The Castle is set in some fifty acres of gardens and grounds which can be used for a variety of team-building purposes. The River Exe runs through the centre of the Estate.

Set in the heart of mid-Devon, Bickleigh Castle is a privately owned venue. It has excellent links to the M5, Bristol and Exeter Airports and easy access to Exeter St Davids and Tiverton Parkway railway stations. Trains from London Paddington to Tiverton take approximately two hours. We have more than adequate parking, which includes space for coaches.

We have some five good-sized reception rooms available for meetings, including the Great Hall of the Castle itself and the large first floor conference room which affords considerable privacy and has good wifi and other facilities.

Our dedicated events team will be happy to guide you through your corporate event. Whether you are holding a seminar, board meeting, training day or corporate dinner, we have the experience to coordinate the smooth running of your event and help you achieve your goals. Conferences we have held recently have been for numbers of delegates ranging from 16 to 40, but it is possible to host more on a day basis. We have accommodation for up to 18 guests non-sharing or more if some twin or double rooms are shared. There is extra accommodation available very nearby.

Our team will gladly provide you with any additional facilities you require and will handle all your catering needs to a high standard - allowing you and your colleagues to concentrate on your day's activities.

We welcome the opportunity to discuss your individual requirements. Whatever you choose, you are assured of individual attention and a smoothly run event.

Please do not hesitate to call us on 01884 855363 for further details and a quote.

Bickleigh Castle

Day Delegate Package

Prices include: Exclusive use of Castle & other communal facilities
Tea/Coffee Biscuits upon arrival
Mid Morning Tea/Coffee
Hot Cold Buffet Lunch (prepared by our in House Chef)
Water/Cordial on Tables
Writing Pads & Pens
Flip Chart/Easel
Use of Digital Projector
Wi/Fi Access

CONFERENCES most often involve exclusive use of the estate from a day to a week or more. We charge a Day Delegate Rate **plus** a fee for Accommodation, breakfast and evening meals, which allows flexibility for having resident and non-resident delegates.

The Day Delegate Rate is £48 per person + VAT

The accommodation is £80 per person per night, to include breakfast.
Evening meals are costed by negotiation, depending on your requirements.
There is a Bar available. We are a licensed premises.

We have recreational facilities including a tennis court, croquet lawn and hot tub.
There is suitable space for ball games etc.. There is considerable scope for interesting outdoor team-building activities.

Please note the required minimum number is 10 delegates for the day (or more), and numbers must be confirmed three weeks prior to the conference.

A non-refundable deposit of 50% is required to secure booking and final payment must be made two weeks prior to the event.

Terms and Conditions

Bickleigh Castle, Bickleigh, Tiverton, EX16 8RP

With effect from 1st January 2011, the following terms and conditions relate to the Visitors Enterprises at Bickleigh Castle, hereafter known as "The Castle"

DEPOSIT

Confirmation of booking is required in writing to the Castle, accompanied by a 50% deposit within 7 days of the receipt of invoice. This deposit is non refundable in the event of cancellation.

THE FUNCTION

The final number of guests attending a function must be submitted to the Castle no later than 3 **weeks prior** to the event so your final invoice can be prepared..

Clients may have access to Bickleigh Castle by arrangement prior to the event at a time and for a duration specified by the management.

Functions in the Castle will finish at midnight unless by prior arrangement.

In respect of functions held within Bickleigh Castle, Clients shall be deemed to have satisfied themselves in respect of the facilities that are available within the historic building. Smoking is not allowed inside the Castle except by prior arrangement.

BALANCE DUE

An invoice for the balance of the account will be issued for settlement 2 weeks before the date of your event. Full payment must be made upon receipt of this invoice.

PERSONAL LIABILITY

Persons attending any event at Bickleigh Castle do so at their own risk and on the strict understanding that the Castle does not accept any liability for death, injury, damage to or loss of property incurred on site no matter how caused. The Client will be held responsible for any damage caused to Bickleigh Castle as a direct result of negligence by the Client, their guests or their Contractors. The management reserve the right to terminate the function at their discretion in the event of damage being caused or likely to be caused.

CANCELLATION

In the event of cancellation of any booking, the Client shall pay the Castle cancellation fees, calculated as follows:

- The total charge for the event, if notice of cancellation is received less than 6 weeks prior to the event.
- 75% of the total charge if notice of cancellation is received between 12 weeks and 6 weeks prior to the event.
- All cancellation fees payable for goods and or services that have been arranged and/or contracted by the Castle at the request of the Client.
- In the event of cancellation, the Castle must receive notification in writing.
- In the event that the Castle re-let the date, the Castle, in its discretion, may refund a proportion on any fees paid to the Castle.

Whilst every endeavour is made to provide the services paid for, the Castle does not hold itself liable for any inconvenience caused, loss or damage arising or cancellation of those services. If it is obliged, by circumstances beyond its control, to cancel a booking, it will of course refund any monies paid but can offer no further compensation.

Signed Proprietor..... Date.....

Signature of

Client.....

Please print

Name.....Date:.....