

The House of Bread

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thehouseofbread.org



Guide for guests

All are welcome to come and spend time at The House of Bread: to come on retreat, to come to an event or to host their own group or event.

To honour our mission as a place of retreat and a place of Christian discipleship, we are unable to accept bookings for social gatherings, holidays or for accommodation only. For guests hosting their own event, we can only accept bookings where the teaching is rooted in the Christian faith and adheres to the basis of faith of the Evangelical Alliance.

We welcome children and youth to come along with their parents as part of a group but our site and accommodation is not suitable for groups of youth age only so we are unable to accept bookings for under 18s.

We operate on a self-catering basis only. We can recommend a caterer and a self-catering document is available with helpful information.

Location and arrival

The House of Bread, The Mill, Burmington, Shipston-on-Stour, CV36 5AF.

We ask guests to come in as few cars as possible because of limited parking.

We are midway between the junctions to Tidmington and Burmington, to the west of the A3400, south of Shipston-on-Stour, just after a red triangle junction road sign.

Local taxi numbers: Shipston Taxis 01608 661592, Miles Private Hire 01608 661555, Cotswold Private Hire 07895 028448.

Public transport

Train stations: from the south, Moreton-in-Marsh, - six miles. From the north, Stratford-upon-Avon - 14 miles.

Buses: Stagecoach route 50 - Stratford-upon-Avon to Chipping Norton (passes directly by The House of Bread on A3400 road, Burmington).

Pulhams route 51 – Moreton-in-Marsh – Stratford-upon-Avon stops in Shipston-on-Stour. You would then need to get Stagecoach route 50 from Shipston-on-Stour.

Meeting rooms and catering

The Mill

The main Mill building has four floors. The first floor has a large meeting room, seating up to 50, an adjoining large lounge and a small lounge.

The ground floor has a large dining or conference room, seating up to 50, and a fully equipped self-catering kitchen; also a small prayer room.

Another fully-equipped self-catering kitchen and dining room, seating up to 24, is situated on the second floor of the Mill.

The Alpha Suite

The Alpha Suite is a separate meeting room to the main Mill building. It is on ground level, it seats up to 30 guests, and has a kitchen and toilets.

The Barn

The Barn is a separate meeting room to the main Mill building. It is on ground level, it seats up to 50 guests. It has a lounge, toilets and a kitchen area.

Provided for guests

Groups:

- self-catering kitchen
- dining room
- meeting room
- additional meeting rooms by arrangement
- tea and coffee

Individuals:

- self-catering kitchen
- dining room
- tea and coffee

If you are staying outside of a House of Bread retreat week date, it may not be possible to use lounge areas as a group may be using these spaces.

Please note:

- milk is provided for day guests, but overnight guests need to provide their own milk.

For overnight guests

Groups are welcome to come mid-week for one night or more; at weekends we only accept two-night bookings.

Individuals or two guests are welcome to come mid-week; we are sorry that we are not able to offer accommodation at weekends.

We are unable to accept guest arrivals on Sundays.

The 19 bedrooms, mostly twin with en-suite, sleeping a maximum of 36 guests, are situated on the top two floors of the Mill. Each bedroom has tea and coffee making facilities. See [Bedroom floor plan](#) on the [PDF](#) page.

Another group may be using bedroom accommodation at the same time as your group.

Bed linen is provided but all guests need to bring their own towels and toiletries. Blankets can be

found in the hospitality cupboard next to bedroom six on the second floor.

We ask guests to be respectful of other guests and our neighbours by being quiet between 10pm and 8am inside and outside the building. Please do not play music loudly in bedrooms and please use headphones in any shared spaces. Please also use headphones in your bedroom after 8pm.

On the morning of departure we ask guests to remove the used bed linen and put it in the laundry chute, in the second floor kitchen lobby; and that bedrooms are vacated by 10am, unless another time is agreed. Also it is very much appreciated if guests can empty their bedroom bins and if groups can vacuum the meeting rooms.

Payments

Payment can be made by card on the [Payment](#) page, or by bank transfer ... our bank details are found on your invoice.

All guests - payment to confirm your booking

- For **individuals or two guests**: the full payment
- For **groups of three+** guests: deposit

The deposit is non-refundable, see Cancellations ... below.

We have a bursary fund available, and can offer concessionary rates. Please contact us.

Booking procedure

Complete a booking request on the [Booking](#) page. If you have a query contact us by phone, email or through the [Contacts](#) page.

Before making your request you need to **read and agree** with the [Evangelical Alliance](#) basis of faith

and have read this current document(!), and tick the boxes indicating you have done so.

As far as is possible, we will endeavour to meet your request for arrival and departure times. We do have some boundaries for these times. We will agree timings with you, alongside consideration of other bookings that there may be at the same time.

When we have received the **completed booking request**, we will inform you if the date is available.

When you have a date

- For **individual or two guests'** bookings, we will email an invoice asking for full payment. When we have received the payment, we will email a booking confirmation.
- For **groups of three+**, we will email an invoice asking for the deposit - to be paid within 14 days – the booking remains provisional until we receive the deposit. When we have received the deposit, we will email a booking confirmation. If any significant changes need to be made to the booking, especially if the group size changes, we ask that you would inform us as soon as possible. Or to cancel your booking, see below.

We will contact you within a month of your booking date

Prior to arrival we ask guests to read: **Guide for guests – general policies** on the last page.

Individual guests: we send a welcome email.

All groups: we email to ask you for your final number of guests.

Overnight guests: ... also how many guests will be sharing or single occupancy. Please also communicate to your group the section on the first page: **For overnight guests.**

All groups: on receipt of your final number of guests we will send an invoice for the balance

payment due, to be paid one week before your arrival.

Cancellations and transfer of bookings

For one or two guests for the day or overnight

We appreciate as much notice as possible, and we can transfer your payment to another date.

For group bookings (three+ guests)

Please contact us as soon as possible if you need to cancel or change the date.

- **Cancellations** - deposits and final payments are not refunded, but in some circumstances we can transfer payments to another booking, when a booking is made within a year.
- **Transfers for overnight booking deposits** - if more than six months notice is given for an overnight booking, we can transfer your deposit to another date. With less than six months notice, we cannot transfer your deposit.
- **Transfers for day booking deposits** - if more than a month's notice is given, we can transfer your deposit to another date. With less than one month's notice, we cannot transfer your deposit.

Accessibility

Please discuss with us the needs of your group when making a booking. Due to the historical nature of the site, we only have sleeping accommodation on the second and third floor of the main Mill building. The first and second floors of the Mill can be accessed by a single seat stairlift - we do not have a lift for a wheelchair.

None of our bedrooms have bathroom facilities for guests with physical disabilities, but we do have wheelchair access into the toilets on the ground floor of the Mill, the Alpha Suite and the Barn.

Guide for guests – general policies

Alcohol

Out of respect to all guests, we have a non-alcohol policy.

Animals

No pets are allowed except guide dogs or assistance dogs, preferably with prior arrangement and there will be certain stipulations. Any damage or accidents may be charged for.

Campfires and BBQs

There is a BBQ available - you need to provide charcoal and fire lighters. Please speak to the warden as to where this may be used. No small disposable BBQs may be used due to the risk of fire. There is a specific site for a campfire; there is a charge of £20 for use of the fire pit, a basket of wood, firelighters and matches.

Candles or any other combustible using a naked flame

No candles or incense at all is permitted in any bedroom or area other than meeting rooms as this may constitute a fire risk. Reed diffusers or battery operated candles are an acceptable alternative.

A candle, for prayer or meditation purposes, is permitted when used in a candle holder but it must not be left unattended.

Climbing frame and swings

There is a climbing frame and swings in the field. Please supervise your children at all times.

Damage

Please let us know if any damage is caused. Any damage to The House of Bread property may be charged for.

Furniture

We aim to keep a certain standard for our guests and so, to avoid damage, please refrain from moving furniture from one room to another.

Group register

The group leader is responsible for keeping a register of who is in the group, who are day guests, and if the stay covers more than one night whether there are some who only stay for one night. It is essential that the bedroom plan is completed and kept by the group leader in case of emergency. A copy should be given to the site wardens.

Heating

There is a thermostat in each of the bedrooms on the second floor. Instructions for the use of the heaters in the third floor bedrooms can be found in those bedrooms.

Ironing

No ironing is allowed in the bedrooms or meeting rooms (we have previously needed to replace bedding which has been scorched). An iron and ironing board can be made available, please ask.

Meals

To prevent damage to furnishings and to assist with housekeeping, it is requested that all meals should be eaten in the dining rooms.

Muddy footwear

In order to help keep the Mill clean, please do not walk through the Mill with muddy footwear. Dirty shoes can be left on the shoe-rack in the foyer of the Mill building. Ideally it would be wise to bring some indoor footwear.

River

Children should be supervised at all times whilst on site especially in the area of the river and mill pond

due to the danger of water. In view of hidden dangers, this is an old industrial site, *no swimming is allowed in the river.*

Smoking

There is no smoking or vaping allowed in any building.

WiFi

Free WiFi is available: HoB guest – riverstour

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