



Hire Sharpham House 2019

Are you looking for a historic, beautiful venue in an outstanding setting to host your courses, retreats or training?



We welcome groups looking to hire indoor or outdoor spaces for residential programmes, particularly where those groups support the principles of the Sharpham Trust.

Sharpham House offers a very different experience to staying in a hotel. You and your colleagues can stay in a beautiful Grade 1-listed property, which also has the relaxing, informal atmosphere of a family home.

The Sharpham Estate is set in a majestic location high above the River Dart. The house and gardens exude a sense of peace and tranquillity with exquisite views in a designated Area of Outstanding Natural Beauty.

“The surroundings are simply stunning and made the atmosphere & ambience of our stay so wonderful. The openness and friendliness of the staff was exceptional...the food was OUTSTANDING”

Visit us here: www.sharphamtrust.org

   SharphamTrust

Sharpham House, Ashprington, Totnes, Devon, UK, TQ9 7UT
 Email bookings@sharphamtrust.org Tel: 01803 732542
 Company No. 1659601. Charity No. 285767

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The House, grounds & facilities

We can accommodate 45 guests (47 if sharing doubles) in 24 mostly twin-bedded rooms. We have different rooms that can be used including:

- The Music Room
- The Octagonal Room
- The Maurice Ash Room
- The Library
- The Dining Room
- The South Wing Hall

Please contact our Programme Administrator on 01803 732542 or email bookings@sharphamtrust.org for further information.

As well as these rooms we have a garden terrace with spectacular views of The River Dart.



All heating and hot water systems in the house are run entirely on an environmentally-friendly biomass wood chip boiler, making the House cosy and comfy, considering its size. We have two large solar-panel arrays on the Estate and use biodegradable cleaning products wherever possible. We run our garden using organic practices.

Internet and wi-fi is available on some ground floor rooms (although the thickness of our walls can affect the signal). Mobile phone coverage is weak in the House.

The food in the house is vegetarian and sourced, wherever possible, from our kitchen garden. The Sharpham Estate farms produce award-winning wines and cheese as well as organic eggs, meat and vegetables.

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Bedrooms

We have 24 bedrooms sleeping 45 guests (47 if sharing doubles).

External group leaders are responsible for allocating rooms unless a prior arrangement is agreed with the House Manager.

Our rooms vary in size and outlook:

South side 1st floor:

Ruth Ash – triple

Philemon Pownoll – double bed
(hand-basin)

Thomas De Sharpham – double bed
(hand-basin)



South side 2nd floor:

Walnut – triple (en-suite)

Beech – triple (en-suite)

Chestnut - twin

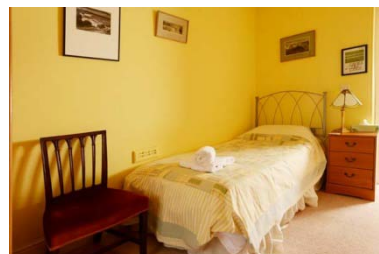
Tulip – triple



Rear 1st floor:

Edmund Bastard – single

Elizabeth Durant - single



Rear 2nd floor:

Oak – twin

Elm – twin

North side ground floor:

Clare Milne – single (en-suite accessible)

North side 1st floor:

Monkey Puzzle – single

North Side 2nd floor:

Holly - twin



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North side 3rd floor:

Lime – quadruple (hand-basin)

Cherry – twin

**Front of House:**

Yew – twin

Ash – twin (hand-basin)

West Wing:

Apollo - single

Favourite - single

Hermione – single

**South Wing:**

Capability Brown - twin

Richard Durant – double/twin

Robert Taylor – double/twin

We have 8 shared bathrooms and 3 en-suites.

House rooms

Residential hire includes use of Maurice Ash Room, the Library, the Music Room and Octagonal Room as social rooms or break-out spaces, overnight accommodation, all meals and refreshments.

You are also welcome to enjoy our lovely gardens.

Maurice Ash Room

Ground floor - 28' x 18'

Suitable for lectures, meetings, bodywork or meditation for approximately 50-60 people.

Accessible room.

**Music Room**

First floor - 28' x 18'

Suitable as a social space for approximately 30 people.



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Octagonal Room

First floor - 25' x 25'.

Suitable for lectures, meetings, music/poetry for approximately 50-60 people.



Library

Ground floor in main house - 18' x 18'.

Suitable for meetings/social space for approximately 10 people. Accessible room.



The South Wing Hall

Separate hire - subject to availability - £150 per day.

Annexe to the House - 28' x 18'.

Suitable for meetings/workshop with wood-burning stove, kitchenette and accessible toilet. More information on request. Space for maximum 10 people for yoga, 60 for a talk or 20 for group activities.

Accessible room.



Gardens

Groups hiring the House get exclusive use of the lawn areas in front and on the south side of the House including the sun terrace. There may be other groups staying in the Woodland Campsite, using the Croquet Lawn, South Wing or Swimming Pool but they will not enter the House or affect your stay.



Swimming Pool

A small outdoor unheated swimming pool is available for use between May & September, subject to availability. Group leaders must check and sign safety declaration documents with the House Manager before delegates can use the pool.



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Food & drink

In line with sustainable practices across the Sharpham Estate, our cooks produce high-quality, seasonal, vegetarian food for our guests. We source food whenever possible from our kitchen garden and support local food suppliers.

Drinking water is provided from our own spring, which is regularly tested to ensure a clean, safe supply.



The Estate's farm tenants produce award-winning wine and cheese as well as organic eggs, meat and vegetables.

Our food gets rave reviews from our visitors and guests.

“The meals were fantastic and prepared with great love, care and attention. Even as a meat eater, I loved the vegetarian food and did not miss meat at all.”

We include award-winning Sharpham Cheese – made here on the Estate - in our menus.

Our cooks can create delicious hot and cold vegetarian meals, with mouth-watering desserts too.

We can accommodate the following dietary needs: vegan, wheat-free, gluten-free, dairy-free.



Please alert us to any food allergies you have and email housemanager@sharphamtrust.org with details.

We can provide nut-free dishes, however our kitchen is neither nut nor gluten-free. Our kitchen is fish and meat-free. Our food is organic where possible, but not totally.

We can make Sharpham Wine and apple juice from our orchards available to your group - please discuss this with the House Manager. We do not allow participants to bring their own alcohol.



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Accessibility at Sharpham



Sharpham House is a Grade 1-Listed Palladian villa constructed in 1765 and as such there are certain limitations that prevent the building complying with modern access requirements. The Trust is endeavouring to make the building as accessible as possible given these constraints.

We have installed a lift to our upper floors.

We have an accessible ground-floor single bedroom in Sharpham House, located close to the lift. The Clare Milne room has an attached accessible bathroom.

All of the downstairs rooms in Sharpham House are wheelchair accessible and there is an accessible toilet.

The South Wing Hall is wheelchair accessible with an accessible toilet. Parts of the gardens are accessible to wheelchairs but some parts are not.

The Trust owns a Conversor Pro assistive listening device which visitors are welcome to use on request. To reserve, contact the Programme Manager on programme@sharphamtrust.org

We have a House Accessibility Statement that goes into more accessibility detail, so if you want to see that, or if you have a question about access or facilities, contact our House Manager on housemanager@sharphamtrust.org

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PRICES, TERMS AND CONDITIONS

We expect group leaders to have appropriate, current public liability and professional indemnity insurance to cover planned activities.

A. Peak season residential charges (per person per night)

April – October	
Friday and Saturday	£88
Sunday to Thursday	£78
Minimum number (of residential delegates)	17
Maximum number (of residential delegates)	47*
Discount for groups of 22 or more	10%
Discount for multiple bookings of 10 days or more in one calendar year, when booked at the same time	5%

Prices include all meals apart from lunch on departure day. A sandwich lunch on departure day at £8 per person (to be booked when you pay your deposit) can be supplied, subject to availability.

* We can accommodate 45 guests (47 if sharing double beds). We may be able to accommodate additional guests in bell tents in our Woodland Campsite located near to the House.

We reserve the right to charge an additional fee for any extra housekeeping necessary following your departure.

Please confirm your final numbers (including day-delegates) and dietary requirements with our House Manager at least 1 week before your arrival, via email on housemanager@sharphamtrust.org or 01803 732842.

Your invoice will be based on the final numbers confirmed 1 week before your arrival.

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B. Off-peak season residential charges (per person per night)

November – March	
Friday and Saturday	£85
Sunday to Thursday	£75
Minimum number (of residential delegates)	12
Maximum number (of residential delegates)	47*
Discount for groups of 18 or more	10%
Discount for multiple bookings of 10 days or more in one calendar year, when booked at the same time	5%

Prices include all meals apart from lunch on departure day. A sandwich lunch on departure day at £8 per person (to be booked when you pay your deposit) can be supplied, subject to availability.

* We can accommodate 45 guests (47 if sharing double beds).

We reserve the right to charge an additional fee for any extra housekeeping necessary following your departure.

Please confirm your final numbers (including day-delegates) and dietary requirements with our House Manager at least 1 week before your arrival, via email on housemanager@sharphamtrust.org or 01803 732842.

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C. Non-residential daily delegate rate

Item	Cost per person
Non-residential daily delegates' charge including facilities, refreshments & lunch	£38
Supper	£18

We can supply a digital projector and screen at no cost, but please bring your own laptop. Bring the correct leads and adaptors for your computer. We can provide a flip-chart stand, but bring your own paper and pens.

You can talk to Denise Scribbins, our House Manager, about equipment you may need on 01803 732842 or on housemanager@sharphamtrust.org

D. Availability

Weekends are in demand and we can be more flexible if you are considering booking us during the week - subject to availability.

Put your requested dates on the Enquiry Form (*attached below*) and we can discuss this. **Nothing is confirmed until we receive your deposit.**

E. Arrivals, remaining on site and departures

Sharpham House is available from 4pm. If you're hiring the House:

- Group leaders are responsible for their guests' pastoral care **throughout the entire event. A designated Group Leader must stay on site overnight during your event.**
- Pre-arrange any early arrivals
- Arrive at least one hour in advance of participants in order to go through a health & safety induction, to set up and familiarise themselves with the House layout.
- Be present to welcome your guests during arrivals. Trust staff will be on hand to help. Group leaders are responsible for meeting and greeting their guests arriving after 8pm – we cannot offer a 24-hour reception.

The Welcome Talk takes place at 5.15pm promptly in the Music Room. It is carried out by Trust staff and covers health & safety requirements including what happens in the event of a fire or emergency (group leaders are responsible for ensuring that their participants safely evacuate the building in an emergency).

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On the final day of your stay, guests **must** vacate bedrooms by 10am and the House by midday. If you wish to vary this arrangement, discuss this with our Programme Administrator before confirming your booking.

F. Deposit and Cancellations

Your group booking is only secured after payment of your 30% deposit

A 30% deposit is required to confirm a booking.

A further payment of 30% is due 4 weeks before your arrival date.

Your invoice will be based on the final numbers confirmed 1 week before your arrival.

We will invoice you for the balance after the event and this is payable within 28 days - **please note there is a 5% surcharge for late payment.**

The Sharpham Trust cannot accept any liability for any loss or damage to the personal property of any clients or their guests whilst on the premises.

You as Group Leader will be liable and invoiced for any loss or damage sustained to the property and furnishings.

If you have to cancel

We recommend you take out your own insurance in case you have to cancel through illness or unforeseen circumstances. If you have to cancel, let us know as soon as possible: cancellation charges are dependent on how far we know in advance of the course as per below:

Cancellation date	Result
More than 6 months before a course	Deposit and any fees paid are refundable
Between 6 months and 3 months	Loss of 30% deposit but deposit is transferrable to another date, if available within 6 months
Between 3 months and 6 weeks	Loss of deposit
Less than 6 weeks before	Payment of minimum charge per night, less the deposit already paid.

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If we have to cancel

In the very unlikely event that we have to cancel your booking, your fee will be refunded in full. Every endeavour will be made to inform you of this at the earliest possible opportunity. The Sharpham Trust can accept no further liability for cancellations beyond the fee refund.

G. Alcohol on the premises

We can make Sharpham Wine and apple juice available to your group - please discuss this with the House Manager. We do not allow participants to bring their own alcohol.

H. Dietary needs

We cannot accommodate individual dietary needs beyond vegan, wheat-free, gluten-free and dairy free.

If an individual has a dietary-related, medical need they must contact the House Manager at least two weeks prior to their stay here to ask if accommodating their dietary needs is possible (it may not be).

If it is possible, there will be an extra charge to cover any extra staff time involved.

I. Washing-up

There will be a separate charge to cover the extra housekeeping required if you do not want your group to do their own washing up. Please discuss your needs with the House Manager.

J. Lost property

There is a £15 minimum charge, plus postage, for return of each item of lost property left behind after your event, payable in advance of posting.

K. Event promotion

Your event will not be part of Sharpham Trust's calendar of events on our website, in print or in promotions.

This document updated: *November 2017*

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Sharpham House hire enquiry form

Contact name:	
Daytime/landline phone:	Mobile:
Email:	
Name of group/organisation:	
Tell us about your group/organisation:	
How many retreats have you previously run and where and when?	
Your group's website address:	
Activity/retreat outline:	
Is your retreat silent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Requested arrival date:	Requested departure date:
Arrival is 4pm on the first day, and departure is midday on the last day. If you need to vary your departure time, note it here and we'll try to accommodate you:	
Estimated number of participants:	
Any other requirements:	
Have you stayed before, and if so when?	
How did you find out about us, and why are you interested in Sharpham?	

Thanks for your interest. We'll get back to you as soon as possible.

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