



## TERMS & CONDITIONS

All bookings must be accompanied by a 25% NON REFUNDABLE & NON TRANSFERABLE deposit for the minimum number of 12 people for the duration of the retreat. All bookings will only go ahead with payment for a minimum number of 12 people.

### Prior to your retreat it is the facilitators responsibility

To ensure that you are fully insured for your practice on retreat.

To send us a detailed schedule of the retreat, to include breaks and timings for food and extra needs i.e fire-pit, masseurs etc

To send us a list of dietary requirements for all attendees

To send us all attendees names and contact details and room allocation.

To send us a PDF and brief outline of your retreat, so that it can be added to our web listings

### The facilitators are responsible for letting their attendees know the following:

Printed directions of how to find us

We invite body-work facilitators to offer their clients a "health questionnaire" prior to their booking. It is the facilitators responsibility to ensure the clients safety and well-being during their stay on retreat at Tilton House.

We invite all facilitators to advise clients to take out travel insurance, which will cover them the event of being unable to attend once final balance has been made.

We do accept the transfer of a place to another person as long as all costs are covered by either facilitator or client.

Tilton House operates a zero policy to insulting, abusive or bullying behaviour towards staff or fellow guests. Offending guests will be ejected from the premises.



Guests who choose to leave early/arrive late will not be refunded for the time they didn't spend at Tilton House.

Notifying all attendees of the presence of cats & a dog at Tilton House.

### PAYMENT

We request a 25% deposit for the minimum number of 12 when booking a retreat at Tilton House. Dates will only be held upon receipt of a deposit. If within two weeks of your initial enquiry/ visit you have not secured the date with a deposit, we will be obliged to offer the date to another facilitator. Upon receipt of your deposit we will release images for use in marketing your retreat and will advertise your PDF on our website.

The balance is payable ONE MONTH before the retreat starts and you should not wait to hear from us before paying this. Unpaid or late balances may be treated as a cancellation from you. If we do not receive payment when due, we reserve the right to offer the dates to someone else, and withhold the full deposit paid. If you need to cancel a booking: Cancellations will be accepted up to three weeks before the retreat takes place, but your 25% deposit will not be returned, unless we are able to sell the date on.

Bookings taken within one month of a requested date, must pay the minimum balance requested immediately in order to secure the booking. Any additional payments for persons attending, should be made by the last working day before your booking commences, unless other arrangements have been made.

Any additional costs incurred during your time here must be paid within 14 days.

### STRUCTURE & VENUE

Tilton House requests notification of any changes to the course or structure of retreat offered, ie change in facilitators or content, and reserve the right to cancel if not notified in advance.

Tilton House reserves the right to cancel bookings, or change the function room, if any part of the property is rendered unavailable due to circumstances beyond its' control.

No persons, except those booked and paid for on retreat/ conference are to visit or stay at Tilton House without prior consent.



## DAMAGES AND INSURANCE

Any damage caused to Tilton House will be charged to the company or person concerned.

Tilton House cannot accept responsibility for loss or damage to guests belongings.

## PLEASE SIGN AND RETURN THIS PAGE:

### BOOKING FORM

Facilitators Name:

Contact Number:

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Email:

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Course Name:

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Course Date:

Estimated Course Nos.

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Are you fully insured ?:

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I enclose a deposit cheque to secure the following dates:

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OR I have transferred by BACS a deposit to secure the following dates:

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I have read and agree to abide by TILTON HOUSE terms & conditions:

SIGNED:

DATED :

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