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## Little Earth Booking Form 2020

*To be completed, signed and returned with the first half of your deposit, at time of application. We will reply to confirm that the booking form has been accepted or if corrections need to be made. Unilateral alterations of the booking form terms by groups will not be accepted.*

### A. You/Your Organisation

Name of Organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

2<sup>nd</sup> or emergency contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### B. THE BOOKING

Name of workshop/retreat/seminar: \_\_\_\_\_

Event description: \_\_\_\_\_

**Please send information for listing on our website (50 words max) by email: office@earthspirit-centre.co.uk**

Numbers Expected, (give estimate including facilitators/staff): \_\_\_\_\_

Resident: min nos: \_\_\_\_\_ max nos: \_\_\_\_\_ Non Resident: min nos: \_\_\_\_\_ max nos: \_\_\_\_\_

#### **Booking Start:**

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Standard Time (\*6pm at the earliest): \_\_\_\_\_

Organisers arrive (\*4.30pm at earliest): \_\_\_\_\_

#### **Booking End:**

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Expected departure time: \_\_\_\_\_

Absolute finish time: (3.30pm\*\* at the latest) \_\_\_\_\_

(\*\*by which time all guests must have left the Centre)

**Please Note: We reserve the right to make a surcharge to groups who \*arrive early or leave after the \*\*finish time without prior agreement. Organisers arrive early, generally from 4.30 pm, to help with set-up.**

#### Confirmed by EarthSpirit

- |                      |                          |
|----------------------|--------------------------|
| A. Your Organization | <input type="checkbox"/> |
| B. The Booking       | <input type="checkbox"/> |
| C. Extras            | <input type="checkbox"/> |
| D. Conditions        | <input type="checkbox"/> |
| E. Terms             | <input type="checkbox"/> |
| F. Acceptance        | <input type="checkbox"/> |
| G. Appendix          | <input type="checkbox"/> |

Confirmed Hot Tub dates/times:

Signature

EarthSpirit use only

## C. Extras: Please tick boxes and add required dates & times

- BEDROOM EXCLUSIVITY SUPPLEMENT (groups of 24 or fewer):** charged per day extra (see appendix)
- THERAPY ROOM:** We can provide this facility and recommend local therapists, or you can provide your own. Includes massage table, dimensions are 13'6" x 8'6" *Dates/times:*
- HOT TUB:** To secure use it is necessary to book now. If no booking is made the tub will be made available for others to book and may or may not be free when you come. See appendix re. timings.

### *Preferred start and finish date/time:*

- SAUNA:** Seating 8 persons. To secure exclusive use of the sauna for your group it is necessary to book now. If no booking is made here, the sauna will be available to others outside your group, though your participants may still be able to use it at the public rate. For costs please check our price list, a minimum of 2 hours is required to book the sauna. Participants should bring a towel to sit on or hire a towel. *Dates/times:*
- BONFIRE:** set up with lanterns, mats, sheepskins etc. *Dates/times:*
- SWEAT LODGE:** We can provide a sweat lodge and fire ready for use. Groups must provide their own experienced sweat lodge leader. *Dates/times:*
- YURT:** Fully constructed to be used as workshop space - for costs per day please see price list
- MARQUEE:** Fully constructed to be used as workshop space - for costs per day please see price list
- ORGANIC FOOD:** This is available for whole groups, not individuals, for a 30% supplement. We will do as much organic food as we reasonably can but don't guarantee that it will all be organic.
- LARGE WHITE BOARD:** 120cm x 180cm (72" x 48"). White board pens provided.
- FLIP CHART:** 70cm x 103cm (27" x 40"). A2 flipchart paper/whiteboard underneath. Pens provided.
- MATTRESSES:** We have about 40 covered foam therapy mattresses available

*Please do not use oil directly on the mattresses or sheets – cover sheet with a towel first*

- Any other 'extras' requests:** \_\_\_\_\_

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*If booking more than one workshop please repeat details on a separate sheet and attach it.*

## D. Conditions of Group Occupancy

- Information:** Guest and event information is required at least one week in advance of your workshop/event with any updates as soon as possible thereafter. Please let us know the accommodation requirements, (which bedrooms, single occupancy, couples etc.) on our accommodation form, meal numbers/times, special diets, work room layout and any equipment or extras required. If any alterations are required the office will let you know.
- Accommodation:** All prices are based on shared accommodation. Single occupancy is available for a single supplement, please see price list. We charge one night's B&B for 'no shows': people who give less than 24 hours notice of a cancellation. This applies to 'no shows' not to people who arrive late. All linen is provided but guests are asked to bring their own bath towels. Guests are asked to vacate their bedrooms by 10.30am on day of departure.

3. **Bedroom Exclusivity:** Groups with 28 or fewer overnight participants (excluding campers) will not have automatic exclusive use of EarthSpirit's main centre bedrooms and parking spaces unless they pay an extra supplement, please see price list. For more information on how this works please see the appendix.
4. **Meals:** We charge for the numbers we cater for and will cater only for a minimum of 6 people. If daily numbers are likely to change let us know in advance. The kitchen requires final dinner/lunch numbers and times no later than 9am each day. We have a daily cover charge for hot drinks and afternoon cake which is based on the numbers present at lunch.
5. **Special Diets:** We provide non-standard (vegan, allergies etc.) lunches & dinners for a supplement, please see price list, but require a week's notice. For more details on standard & non-standard meals please see the appendix.
6. **Self-Catering:** Self-catering means the group provides all food, drinks, materials and staff. EarthSpirit accepts no responsibility for food poisoning, or other related grievance whatsoever, caused while a group is self-catering. Any damage of catering equipment must be paid for by the group on a full replacement, no-quibble basis.
7. **Checklist:** On arrival group organisers will be given a checklist of important emergency, health & safety and sustainability information. It is your responsibility to make sure this information is communicated to all your participants before the workshop begins or before bed on their first evening, whichever is the sooner.
8. **Attendance Register:** It is a council requirement that we hold contact details for all group participants. If this has not been supplied before the start of a course it must be completed on arrival and handed in to the Office.
9. **Hot Tub & Sauna:** Please ensure all participants follow the hot tub and sauna rules (detailed in the Checklist). All group members must be made aware that they use the hot tub and sauna facilities at their own risk.
10. **Listings Information:** On our website ([www.earthspirit-centre.co.uk](http://www.earthspirit-centre.co.uk)) is a list of the groups who have booked the centre. This can include a web link, image and a short, up to 50 words, description of the event. If you would like to have a link posted on the website please email your details to: [office@earthspirit-centre.co.uk](mailto:office@earthspirit-centre.co.uk)
11. **Control:** EarthSpirit reserves the right to ultimate control of the conduct of any function and to deny access or to insist on the immediate departure of any guest or participant whose behaviour is deemed unacceptable, without obligation to refund any fees paid. All valuables brought on site are done so at the owner's own risk.
12. **Psychological Wellbeing of Participants:** Group leaders are responsible for, and should have insurance to cover, the psychological and general wellbeing of their participants in respect of any issues arising from their course, its content or organisation. Please contact the Office for more information on the EarthSpirit Mental Health Protocol.
13. **No Outdoor Drumming:** Out of consideration for our neighbours, we do not allow outdoor drumming. We welcome other instruments and singing. If you any questions about this policy please discuss this further with us.

## **E. Terms of Payment & Cancellation**

- ❖ Full prices are detailed in our 2020 price list. Please check that you have the up to date price list.
- ❖ Hall hire and food & accommodation are invoiced separately. Please pay them separately.
- ❖ The deposit is equivalent to the Hall Hire and is paid in two halves, at the time of initial booking and at least five months before the first day of your workshop. The deposit is non-refundable and non-transferable. If the deposit payments are not paid on time we reserve the right to book a replacement group. Group cancellation will result in the loss of any deposit paid, or owing, at the time of cancellation. Deposits will be refunded if EarthSpirit cancels a booking.
- ❖ The food and accommodation payment can be paid on arrival at the centre. At the latest your invoice must be settled within a week of before departure. A cancellation needs to be submitted in writing. Groups cancelling will be billed half of the estimated final bill for any cancellation occurring between five months and two weeks before the booked arrival day. A group cancelling up to two weeks before the booked arrival date and before the last day of the event will be charged the full amount based on the accommodation form.
- ❖ While EarthSpirit will do everything to ensure your booking proceeds as planned, if, for any reason (illness, fire, plumbing problems, force majeure etc.), the centre is obliged to cancel a booking, or part of a booking (eg., Hot Tub), the company cannot be held responsible for any group losses on the event.

## F. Acceptance of Terms & Conditions

- ❖ I confirm that I wish to book according to all the terms and conditions described in this booking form, and that I will not organise any illegal activities on the premises. I understand that the booking is not confirmed until a copy of the top sheet of this form is returned to me by EarthSpirit with confirmation of all points in the booking form.
- ❖ I confirm that I have read and accept the rates and Minimum Charges as detailed in the Appendix and 2020 Price List.
- ❖ I have read the Terms of Payment and Cancellation and accept them.
- ❖ I have read and accept the Conditions of Group Occupancy and will communicate the information contained in the Checklist (available on arrival) to participants. I understand that participants use the hot tub and sauna at their own risk and I will communicate this to them.
- ❖ I will send event planning details no later than one week in advance of the workshop/retreat and will provide an Attendance Register as soon as possible, and no later than on arrival at the centre.
- ❖ I understand that my email address will be retained for occasional mailings with details of available dates and news.

Signature: \_\_\_\_\_

Signed by (name in capitals): \_\_\_\_\_

Role in organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## G. Appendix

### Booking Procedure:

*All bookings go through six stages:*

- 1) **Possible:** *At the 'possible' stage we will give you possible dates for discussion. If one, or some, of the dates are suitable we will invite you to make a 'provisional' booking.*
- 2) **Provisional:** *At the 'provisional' stage we 'pencil' your workshop dates into the diary. The dates are not binding on either side and you can cancel at this stage without any loss of deposit. Please accept the offer of a provisional booking within one week.*
- 3) **Definite/Deposit 1<sup>st</sup> half:** *To confirm a booking we require a deposit paid in two instalments. The first payment, at the time of booking, is equivalent to 50% of the Hall Hire. The two instalments are non-refundable or transferable once paid.*

- 4) **Deposit 2<sup>nd</sup> half:** *The second half of your deposit (the remaining 50% of hall hire) is due at least five months before the first day of your workshop. If the deposit is not paid we reserve the right to cancel the workshop without refund.*
- 5) *Roughly one month before the workshop, if not requested sooner, the House Manager will send you a 'Welcome' sheet which explains how to use the centre, an 'Accommodation Form' for the allocation of beds and Set Up notes for any additional information,.*
- 6) **Event Planning Details:** *Please make sure our office has final numbers and full instructions- for accommodation requirements, special diets **\*especially any allergies e.g. nuts**, room lay-out, mattresses, stationary aids (whiteboard, flipchart) etc- **at least 7 days before the first day of the workshop**. For 'No Shows' (bed cancellations and changes) less than 24hrs before start time, we charge a fee that is equivalent to their first nights B&B (including supplements). All meals cooked will be charged for. Late changes to meal numbers must be with the kitchen by 9am.*
- 7) **Full payment:** *This is due before departure from the centre or within 7 days if paying by BACS.*

## 8) Hot Tub:

*Hot tub hire normally runs concurrently with hall hire, from 6pm on the arrival evening to 3.30 pm on the last day. On days when there is a tight turnaround between groups (please ask office to find out if this is the case) the arriving group may occasionally not be able to use the tub until the morning of their first full day, and not on the arrival evening. This rule can sometimes be varied for early bookers. Contact the office if you need to discuss this. Groups of fewer than 45 (in beds) willing to share use of the spa may opt for a reduced 'shared hot tub' price. In return they would agree to limit their slots in the spa and co-operate with other users (primarily Little Earth groups) to ensure both groups had an opportunity to enjoy the spa. This would suit groups who don't need the hot tub all day and are willing to restrict their use of it to set times, for example after dinner or during lunch breaks. See price list .'*

### **Food: Please note that we only cater for groups over 6 people.**

**Standard Food:** All of our food is either vegan or vegetarian and comes with some dairy-free alternatives (organic soya milk, vegan yoghurt and soya margarine). All the soups at lunch are vegan and most of the salads. A large proportion of meals are vegan.

**Intolerances/Allergies:** We're pleased to cater for people with food allergies and/or intolerances with a week's notice and for a supplement per day depending on the diet, but do not cater for preferences. Alternatively you are welcome to use the fridge provided in the tea room to store specialist food (ie. breads, cold meat) or luxury items. We provide rice cakes and oatcakes as standard with breakfast and lunch and it is possible for certain items to be left out of meals at no extra charge (ie. mushrooms), but not main ingredients (ie. onions). All special diet requests should come via the group organiser.

**Generic Diets: Vegan/Dairy/Gluten/Wheat free:** Only available if 5 or more people choose this option. For fewer than 5 people the Special Diet price will apply. To guarantee a fully vegan/dairy/gluten or wheat free lunch or dinner you need to pay the generic or special diet supplement per day (please check price list). Alternatively you can bring dairy-free food (rice milk, egg-free mayonnaise etc.) and keep it in the fridge provided, or the group as a whole can request a fully vegan meal at no extra cost.

**Special Diet:** For special diets that require more attention and preparation, we will charge a special diet price per day which is higher than the generic diet price (Please see our price list).

**Meat:** Our kitchen and meals are vegetarian but meat eaters are welcome to keep cold meat in the fridge provided. The village pub serves meat at lunch and dinner, excluding Sunday evening.

**Serious Allergies:** We make every effort to cater for allergy diets by labelling all standard food on the blackboard, and by labelling and putting out specialist meals separately. We request people on serious allergy diets not to eat anything without checking the labels first, and to communicate with the kitchen on a daily basis. Please ask any guest with a serious allergy to contact you as organiser and to see the kitchen as soon as they arrive.

**Accommodation:-**

- 1) Groups of 27 or more overnight (in bed) guests will have the following accommodation units exclusively available; the Dairy (6 max), the Cowsheds (12), the Cordwood Building (15), the Skylights (4), Park caravans (5) and the Barn Dormitory (7).
- 2) Groups of fewer than 27 will only have exclusive use of these bedrooms if they have paid the Accommodation Exclusivity Supplement. If not some rooms may be used by others.
- 3) Larger groups will have use of various overflow bedrooms. Please contact the office for more detail.
- 4) **Odd Person Rule:** If a guest is willing to share a room, and hasn't requested a single room, EarthSpirit (you) may nonetheless put them in a room on their own, if odd numbers necessitate it. In this situation the single supplement will not be applied. If there is a shared space available, which might be in a triple, which the guest or group leader rejects, the single supplement will apply.
- 5) Cordwood rooms 5 & 6 may be used as a suite (suitable for group leaders), as two bedrooms sharing a bathroom or as two rooms not sharing a bathroom. Different prices apply. Please contact the office for more information.

**Minimum Charges:**

*We charge a minimum sum for group stays which include a weekend as follows: Groups, whose stay includes a weekend, pay a minimum sum per 24 hours for every night the group is staying. These minimum charges, which vary according to length of stay, include hall hire, food, accommodation and extras, but exclude VAT. Please check our price list for the charges.*

**Extra Charges:**

*There are various small items we apply an extra charge for. These include early group arrivals, changing bed or bedroom after during the workshop it has been made up, no shows, double bed for single person, camper blankets, photocopying, laundry, birthday cakes, packed lunches, towels, hook-ups, Glastonbury spring water, lost property, shopping and cash payments. Please contact the office for details.*

**Curtilage:-**

*The main centre's curtilage (ie. the area reserved exclusively for EarthSpirit main centre guests), includes all the accommodation listed in Accommodation 1) above, plus the two yard car parks, the barn lawn, the garden terraces (with herb garden and smokers' gazebo) and the Park. The spa and its lawn are included if they have been booked/reserved in advance. The rest of the property -including Little Earth, the overflow car park, the camping field, office caravans and house - are used by other guests and residents.*