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Little Earth Booking Form 2022

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): _____

Email: _____ Website: _____

2nd 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): _____

Non-Resident nos: _____

Booking Arrival:

Day: _____ Date: _____

Standard Time (*6pm at the earliest): _____

Organisers arrive (*4.30pm at earliest): _____

Booking Departure:

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 for guests who *arrive early or leave after the **finish time without prior

Confirmed by EarthSpirit

- | | |
|-----------------------------|--------------------------|
| A. Your Organisation | <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"/> |

agreement. Organisers arrive early, from 4.30pm, to help with set-up and welcome their participants.

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

- THERAPY ROOM:** We can usually 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 use the hot tub (7'6" diameter) please let us know dates and times now. We will reply to let you know if it's available. See appendix. **Preferred start/finish date/time:** _____
- SAUNA:** Seating 8 people. To use the sauna it is necessary to request it now (see appendix). If no request 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 for the sauna. Participants should bring or hire a towel to sit on. **Preferred dates/times:** _____
- BONFIRE:** Set up with lanterns, mats, sheepskins etc. **Preferred dates/times:** _____
- SWEAT LODGE:** We can usually provide a 12' diameter sweat lodge and fire ready for use. Groups must provide their own experienced sweat lodge leader. **Preferred dates/times:** _____
- LARGEWHITE BOARD:** 120cm x 180cm (72" x 48"). White board pens provided.
- PROJECTOR AND SCREEN**
- FLIP CHART:** 70cm x 103cm (27" x 40"). A2 flipchart paper/whiteboard underneath. Pens provided. Additional flip chart paper can be purchased.
- MATTRESSES:** We usually have covered foam therapy mattresses available. Preferred numbers: _____
- Please don't use oil directly on the mattresses or sheets. Cover with a towel first and ask for plastic sheets.**
- Any other 'extras' requests:** _____

If booking more than one workshop please repeat details on a separate form 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 accommodation requirements (which bedrooms, single occupancy, couples etc), meal numbers and special diets on our Accommodation Form; with meal times, work room layout, canvas and any additional extras/equipment detailed on the Set Up notes. If any changes are required the office will let you know.
- Accommodation:** All prices are based on shared accommodation. Single rooms and occupancy are available for a 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 strip their beds and vacate their bedrooms by 10.30am on day of departure.

3. **Meals:** If there is a main centre group there is no minimum for the numbers we cater for. If not we will only cater for a minimum of 10 people. See price list for daily self-catering charges. We charge for the numbers we cater for. 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. We will try to accommodate your meal times requests, however there may be occasions that will require flexibility.
4. **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.
5. **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. Breakfast is not self-catered.
6. **Servicing:** Unless special arrangements are made there will only be four visits per day to Little Earth from kitchen staff, before and after lunch and dinner. Breakfast ingredients are checked and left after dinner. Groups are requested to clean down the tables, wash their own crockery/cutlery and keep the rooms clean. Pots and pans will be taken back to the main kitchen between meals.
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. **Hot Tub & Sauna:** Please ensure all participants follow the hot tub and sauna rules (detailed in the Checklist) if booked. All group members must be made aware that they use the hot tub and sauna facilities at their own risk.
9. **Listings Information:** On our website (www.earthspirit-centre.co.uk/listings.php) 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
10. **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 risk.
11. **Psychological General 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 workshop/retreat, its content or organisation. Please contact the Office for more information on the EarthSpirit Mental Health Protocol.

12. **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 2022 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 the balance at least six 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 invoice can be paid at the centre or, at the latest if paying by BACS, within a week of your departure.
- ❖ A retreat/workshop cancellation needs to be submitted in writing at the earliest opportunity.
- ❖ If a bonfire or sweat lodge is cancelled in writing, to the office, more than 48 weekday hours before the scheduled start time there will be no charge. If it's cancelled after that, the sweatlodge/fire will be charged at 50% of the full amount, regardless of the weather. If EarthSpirit cancels a bonfire or sweat lodge (very occasionally necessary, due usually to ground conditions) there will be no charge. The group will be given as much warning as possible.
- ❖ 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, the deposit will be refunded. No refund is payable for a spa cancellation. The company cannot be held responsible for any group losses on an 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 in the 2022 Price List and the terms detailed in the Appendix.
- ❖ 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 (if booked) at their own risk and will communicate this to them.
- ❖ I will send event planning details no later than one week in advance of the workshop/retreat.
- ❖ I understand that my contact details 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 seven 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. Please accept the offer of a provisional booking within one week.
- 2) **Provisional:** A provisional booking will be confirmed in writing by EarthSpirit. 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.
- 3) **Initial/Deposit 1st half:** To confirm a booking we require a deposit paid in two instalments. The first payment, at time of booking, is equivalent to 50% of the Hall Hire and needs to be paid upon receipt of the Initial Deposit invoice.
- 4) **Balance Deposit 2nd half:** The second half of your deposit (the remaining 50% of Hall Hire) is due at least six months before the first day of your workshop. If the deposit is not paid on time we reserve the right to cancel the workshop without refund. The two instalments are non-refundable or transferable once paid.
- 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, projector) 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 night's B&B (including supplements). All meals cooked will be charged for. Late changes to meal numbers must be with the kitchen by 9am of the day in question.
- 7) **Final payment:** This is due before departure from the centre, or within 7 days if paying by BACS.

Hot Tub:

Hot tub hire normally runs concurrently with hall hire, from 6pm on the arrival evening to 3pm 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.

Groups willing to share use of the spa may sometimes be offered a reduced 'shared spa' price, if a Main Centre group has booked it. In return they agree to limit their slots in the spa and co-operate with other users (primarily Main Centre groups) to ensure both groups have 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. Please contact the office for further details.

Food:

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 we do not cater for preferences. Alternatively you

are welcome to use the fridge provided in the dining room to store specialist food (ie breads, cold meat) or luxury items. We provide rice cakes and oatcakes as standard with breakfast and lunch. All generic and 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.

Special Diets: 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 (one mile away) 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 cook on a daily basis. Please ask any guest with a serious allergy to contact you, as organiser, and to speak with the cook as soon as possible after arrival.

Accommodation:-

1. Groups will have the Little Earth (12 beds) and Summer House (4) bedrooms exclusively available and usually use of the two Overflow Rooms (4) and two Office Caravans (4).
2. **Odd Person Rule:** If a guest is willing to share and hasn't requested a single room, 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, however, a shared space is possible, which might be in a triple, which the guest or group leader rejects, the single supplement will apply.

Small Groups & Minimum Charges:-

There are no minimum charges for use of Little Earth, but we don't offer catering for groups of nine or fewer, unless the kitchen is already cooking for the Main Centre, in which case we may ask groups to collect their meals from the kitchen. Groups with fewer than 10 may be asked to self-cater.

Extra Charges:

There are various small items we apply an extra charge for. These include early arrivals, changing bed or bedroom during the workshop after 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, extra servicing and cash payments. Please contact the office for details.

Curtilage:

Little Earth's curtilage (ie the area exclusively reserved for Little Earth guests) includes the Little Earth building itself, any ancillary buildings (including the wooden caravan and Summer House) and all the gardens within the fenced area around the venue. Guests may sometimes use the spa, the top field and bedrooms elsewhere on the property. There is a very rarely used right of way running along the hedge at the top western end of Little Earth's lawn.