

Western Chan Fellowship Retreat Booking Form

You may **book and pay online** at www.westernchanfellowship.org/events.html

For online bookings your stored details will be available so that you do not have to complete your personal details on each occasion that you book a retreat.

The online calendar displays up to date information on availability of retreat places and bursaries, so this is where you should check if you wish more information on availability before submitting your booking. The bookings secretary cannot tell you anything additional to what is displayed there.

To book a retreat by post, complete this form and **send with full payment** to the Western Chan Fellowship Bookings Secretary at the address overleaf.

Please make cheques in UK Sterling (only) payable to the 'Western Chan Fellowship'.

For **Bank transfers** within UK: a/c "Western Chan Fellowship", No: 65264205, Sort Code 089299

For **International transfers**: SWIFT/BIC: CPBKGB22 IBAN: GB77CPBK08929965264205

Please read the Booking and Cancellation Conditions, and Data Protection Notice, overleaf

PLEASE PRINT CLEARLY

Retreat Title: _____ Retreat Venue: _____ Retreat Start Date: _____

Full Name: _____ Sex: Male / Female: _____

Address including Post Code: _____

Date of Birth: _____ Email: _____

Home Phone: _____ Mobile Phone: _____

Next of Kin name and telephone (in case of accident/illness on retreat): _____

Previous retreat experience: _____

All meals are vegetarian. Please state any additional special dietary requirements: _____

Please advise us of any health issues relevant to your attendance at retreat, such as mental health problems, diabetes, epilepsy, allergies: _____

Any other requirements or information: _____

Lifts: If you tick the "Offer lift" box, then your contact details will be given to those people who need a lift. If you would like a lift (if available) then please tick "Request lift" and your contact details will be given to anyone offering a lift. The origin of retreat attendees is variable and no guarantee can be made that a lift will be available even if you request one. Offer Lift: ☐ Request Lift: ☐

Bursary Requested (if available): ☐ Retreat Fee Enclosed: £ _____

Optional Linen/Towel Hire (Hourne Farm only) £7.50: Please tick box and enclose payment ☐

Optional donation to WCF e.g. for Bursary Fund: £ _____

Retreat and Venue Information

Before submitting your booking, please review the information published in our retreat programme and on our website to ensure that you understand the nature of our retreats and of our venues and accommodation.

Booking and Cancellation Conditions

Bookings are not transferable.

We are happy to allow cancellation of your booking in certain circumstances as follows. However, to cover our costs and expenses we may have to charge an administration fee of part or all of the cost of your booking depending on when we receive notice of this from you.

- If you are able to provide us with notice of cancellation at least 4 weeks before the start of your retreat, we will refund the fees paid by you less an administration charge of £20.
- If we receive notice of your cancellation less than 4 weeks before the start of your retreat we will endeavour to find a replacement. However, if we are unable to do so, or if you fail to attend, we will charge the full amount of the fee you agreed to pay us. If we do find a replacement for your booking we will refund your fees after deducting an administration charge of £20. Please note that if we have other vacancies at the time of taking a new booking this will not be a replacement for you and we will charge the full amount of the fee you agreed to pay us.
- If there are significant compassionate grounds for your cancellation, let us know as soon as possible in writing to the WCF secretary. In such cases we will still need to charge the administration fee above but will consider if we can waive any additional fees payable by you. Please note though that this is at our entire discretion.

In the event that we have to cancel your booking for any reason, we will notify you of this as soon as possible and refund any fees paid by you. We will endeavour to make this refund as soon as possible and in any event within 30 days from the last day of the cancelled retreat. In this event our liability to you is limited to refund of fees already paid by you, and does not include reimbursement for any consequential losses which may be incurred by you such as non-refundable travel tickets. If this is a concern for you then you may wish to take out appropriate holiday insurance which includes cover for cancellation.

Bursaries (Concessions)

The Western Chan Fellowship (WCF) is registered as a charity and has received donations to provide a bursary fund to help people who would otherwise be unable to attend, e.g. with low or no-waged income, to attend the WCF retreats at 50% of standard fee. There will be a limited number of bursary places (at least two per retreat).

If you would like to apply for bursary-funded support to attend a WCF retreat please write giving details of your requirements. Bursaries must be applied for in advance of the retreat, either prior to or at the time of booking, but are not guaranteed to be available since those available for that retreat may already have been allocated.

Data Protection Notice

We require the details requested above to administer your retreat booking, for allocation of dormitory accommodation, and for background information for retreat leaders. You may review and update your details online at <https://www.westernchanfellowship.org/login.html>

The WCF may use our database of our contacts for keeping you informed of Western Chan Fellowship activities and for notifying local group leaders of possible contacts in their vicinity. Please tick if you do not want to receive any further mailings ☐ or if you do not wish your details to be passed to our local leaders ☐.

Application Submission

Please send completed applications to the address below. Please allow approximately a week for delays in post and for application processing. Thereafter you should receive an acknowledgement and confirmation, usually by email if you have supplied an email address. Please enclose payment, or give reference details of your bank transfer. **Applications without payment will not be accepted.**

Send To: Retreat Bookings, c/o 18 Chandos Close, Swindon, SN5 6AH, ENGLAND, UK.

We send confirmation messages and retreat information by email. Please check your spamfolder, and add the following address to your address book to lessen the risk of the messages going into your spamfolder:

admin@westernchanfellowship.org