

## RETREAT

**Minimum Age** Unless otherwise stated, our retreats are open to those aged eighteen or over.

**Getting The Most From Your Retreat** By choosing to come on a retreat, we hope you have made a conscious decision to withdraw from your everyday responsibilities and become more receptive to your spiritual growth. Therefore, we discourage the use of technology and making outside appointments during your stay. To assist you with this, you may leave the telephone number of our offices with a relative/friend, should it become necessary for them to contact you. Please encourage them to use this number only in an emergency: not as a way to pass unnecessary messages to you and disrupt your relaxation.

**Solitude Or Silence** We hope you will enjoy the company of fellow retreatants but we understand that it is also a time for reflection. Please feel free to be quiet and alone when you need to, and respect other people's need for silence or solitude. There is a chapel and reading room, specifically for prayer and reading. There are also places to sit quietly in the grounds, but please be aware that this space is shared with staff members and visitors.

**Ordering Books** There will be an opportunity to purchase any recommended reading material during your stay. Please pass your order on to the housekeeper. Your purchase will then be available for collection on the morning of your departure.

**Housekeepers** We have housekeepers to manage the practical matters of running a retreat and ensure your stay is a comfortable one. However, there will be times when you are expected to help yourself and contribute to light household tasks. All our meals are prepared and cooked on-site by our chef.

**Our Right To Refuse** We reserve the right to refuse admission, or ask someone to leave, if we believe their behaviour is having a negative impact on the retreat. No refund will be given under these circumstances.

**Unreasonable Damages** Deliberate damage to the property, its contents or the estate, must be paid for.

**Personal Property** Please look after your personal possessions as they remain your responsibility at all times. Should you leave anything behind, we will hold it for three months in our Lost Property Box.

**Permission To Use Your Image** Occasionally, the facilitator may take photographs in the retreat house or surrounding area. Please let him/her know if you do not wish to have your image used on our website, brochures, or books.

**Taking Images During Your Stay** You are welcome to take photographs in the retreat house and grounds but if they include fellow retreatants, please ask for their permission beforehand. Equally, if someone asks for your permission, please feel free to decline.

## COST

**Price** The price of a retreat includes accommodation, meals, relevant course materials, spiritual teaching, and use of the woodlands, gardens and open areas. Full Board includes dinner, bed, breakfast, and lunch. Half Board includes dinner, bed, and breakfast. On-site parking is available for all at no extra charge.

**Deposit** If you are booking more than six weeks ahead of the start date, we will require a £50 deposit in order to secure your place. If booking less than six weeks ahead of the start date, we will require the full amount. Once we receive your deposit or the full amount, we will confirm your booking.

**Balance** The balance is due six weeks before your arrival and we will post you a reminder nearer the time.

## CONTACT DETAILS

**Your Data** We only use your details for our purposes and will not share them with a third party.

## ACCOMMODATION REQUIREMENTS

**Single Occupancy** Unless you indicate that you are happy to share, you will automatically be allocated a room to yourself, regardless of whether this is a single or twin.

**Shared Occupancy** Should you wish to share with a friend or relative, please indicate this on your form and we will try to accommodate this.

**Access** Bedrooms are on the first and second floors and accessed by two staircases.

**Arrival And Departure** Arrival time is between 2:00 pm and 4:00 pm: departure time is by 10:00 am. Please try to arrive and depart on time to keep disruption to a minimum.

## DIETARY REQUIREMENTS

**Vegetarian Ethos** All meals are vegetarian and prepared in our main kitchen. We use some organic produce and have a welfare based dairy and egg policy approved by Compassion in World Farming. We also have soya milk available.

**Food Allergies/Intolerances** If you have a medically diagnosed food allergy or intolerance, please let us know and we will endeavour to cater for you. However we cannot guarantee your food will be prepared in an allergen-free kitchen, and we may not be able to cater for multiple food intolerances. In these circumstances, it may be better for you to bring along your own food, which you are welcome to store in our retreat kitchen. Due to health and safety reasons, there is no access to the main kitchen. Please do not bring any meat or fish.

## PAYMENT METHOD

**Payment** You can pay by either debit/credit card or a cheque/postal order. Alternatively, you can make a bank transfer to sort code 16-00-38 account number 11371954. Please remember to use your surname and the last three digits of your postcode as the reference.

**If You Cancel** If you wish to cancel, we would appreciate as much notice as possible so that we can give your space to someone else. We regret we cannot refund your deposit, or transfer your deposit to another retreat, unless we are able to fill your place.

**If We Cancel** If we find it necessary to cancel for any reason, we will give you as much notice as possible and refund your deposit and/or balance. We advise you to take out your own travel insurance in case of any last minute cancellations, particularly if you are coming from abroad, and booking flights and/or hotels.

## PERSONAL DETAILS

**Medical Conditions** You are responsible for your own well-being. However, it would help us to be aware of any medical conditions you may have. Any information you do give us will be treated in confidence.

## EMERGENCY CONTACT DETAILS

**Next Of Kin** We would appreciate a contact number for your next of kin/trusted friend in case there is an emergency whilst you are on retreat.

## MARKETING

**Mail Shots** From time to time we send out information on The White Eagle Lodge or upcoming events. If you do not wish to receive these, then please let us know either on your form or at a later date.

## DECLARATION

**Signature** By signing the form, you are declaring you are over 18 years old and agreeing to the above terms and conditions. Please retain this sheet for your reference, should you have any queries.

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