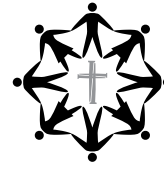


BOOKING FORM

Please use a separate booking form for each person, unless you are applying as a couple or a family and paying together.



Othona
WEST DORSET

Booking for:
(event title)

Arrival date:

Departure date:

Your name(s):

Age(s): (exact age for children, decade is OK for adults)

1.

1.

2.

2.

3.

3.

4.

4.

5.

5.

Postal address:

Postcode:

Email:

Phone:

Mobile:

Are you willing to share?

Yes – with another compatible visitor

Only if necessary

Yes – with member(s) of my party (as above)

No, not at all

We offer a limited number of single rooms for each event. You're advised to book early if you are unable to share.

Do you have any special needs?

(physical, dietary, health-related etc)

If so, please use this box to tell us >>>

Please say if you eat no meat and/or fish.

We cater at all times for vegetarians. For other special diets, we cannot promise special meals. We keep stocks of soya milk, rice cakes and wheat-free bread. You are welcome to bring your own supplementary foods if you need to.

Is this your first time at Othona West Dorset?

No

Yes

If Yes, how did you hear of us?

Personal recommendation

via Retreats.org site

Retreat Guide or other publication

via Othona publicity/leaflet

Google etc search

Other:

Payment Information: Please read and complete the reverse of this form, then sign below to indicate that you are over 18 and agree to Othona's Terms and Conditions as referred to over-page. We regret that we cannot accept bookings without a valid signature and date.

Your signature: Date:

OUR CHARGES

Othona is a not-for-profit charity and is known as very affordable. Our **standard adult rate** reflects the real cost of your stay. If you value Othona's work and can add a donation, please do. Your gifts allow us to offer generous concessions and bursaries in case of need.

The **concessionary adult rate** is freely available to those who need it (up to 21 days per person per financial year). It's not tied to eligibility for state benefits, for instance. You choose if it's appropriate for you and we will accept your decision. We don't quote **concessionary rates for children**, but are happy to consider a reduction if your family needs it. Please contact us to discuss this in confidence.

If even the concessionary rate is a problem for you, we have a **bursary fund**. Applications for bursaries – in writing to the warden please (letter or email tony@othona-bb.org.uk) - are treated in confidence.

HOW TO PAY

To find the full cost of any event, look on the website or in our printed brochure. The charge rates for each event are listed below the event description. **For each event booked, we require a standard non-refundable deposit of £30 per adult (£15 per child aged 3 – 18 years inclusive).**

Are you booking more than 1 month ahead?

You need only send the non-refundable deposit. When we confirm your booking, we will tell you the amount still owing and when to pay it by. Alternatively, we welcome payment in full at the time of booking – it cuts down the paperwork all round.

Are you booking less than 1 month ahead?

Please send full payment now with your booking. NB: Our charges, as quoted, now include any course fees.

If you have to cancel we will refund a varying proportion of your payment:

More than 1 month ahead of the event start date:	all but the deposit
Less than 1 month, more than 1 week ahead:	50%
Less than 1 week ahead:	10%
On or after the start date:	nil

All bookings are non-transferable. We suggest you consider taking out insurance against loss due to cancellation.

MAKING YOUR PAYMENT

We can accept payment by cash, cheque, postal order or bank transfer (but not by credit or debit card at present). Please fill in your payment method and amount below, and then sign over-page before returning this form to us.

Either	<input type="checkbox"/>	I am paying my deposit (non-transferable & non-refundable) of	£
Or	<input type="checkbox"/>	I am paying the full charge (standard or concessionary, see above) of	£
	<input type="checkbox"/>	I enclose a donation (to help fund concessions/bursaries) of	£
I am making my payment by (tick whichever applies):		TOTAL:	£

Cheque made out to The Othona Community

BACS (bank transfer) to The Othona Community, Account No. 20680303, Sort code 20-26-62

Please give the start date of the event as Reference Code (to link your payment to your booking)

Other (please give details).....

TERMS AND CONDITIONS (see page 12)

When you sign the booking form you will be agreeing to our Terms and Conditions which repeat the cancellation details above. They also include health and safety considerations, so that we can go on welcoming you and other visitors to this lovely natural environment. Please read them before signing.

Now send this to: Bookings, Othona West Dorset, Coast Road, Burton Bradstock, Bridport DT6 4RN

For bookings enquiries, call 01308 897130 or email bookings@othona-bb.org.uk To print more copies of this form, go to <http://www.othona-bb.org.uk/how-to-book/> Othona reserves the right to change or cancel events as necessary.