Retreat Booking Form

NEW ADDRESS
To: Retreat Bookings
c/o 9 Church Lane,
Elsworth,
Cambridge,
CB23 4HU

The WCF maintains a computer database of our contacts, which is used 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 wish your details to be kept on a computer database or if you do not want to receive any further mailings.

I would like to book a place on the following retreat: Date of application:

Retreat Name		Start Date		End Date	

My personal details are as follows [PLEASE PRINT]:

Name		Home/Contact phone no.	
Address		Mobile phone no.	
		Fax	
		Email address:	
		Sex:	M / F
		Date of Birth:	
Post Code			

Please indicate how you will be travelling to the retreat. If you tick the "Able to give a lift" box, then your contact details will be given to those people who need a lift. If you do not want your details to be given out in this way, then please tick "Need a lift" and ignore the contact list you receive. The contact list will be sent out with the final information letter about 1 month before the retreat. The origin of retreat attendees is random and no guarantee can be made that a lift will be available even if you request one.

Able to give a lift	☐	Need a lift	☐

Previous retreat experience:
Special dietary requirements:
Any other requirements:

To book a retreat, complete the form and send with a deposit to the Western Chan Fellowship Membership Secretary at the address above. **Applications without a deposit will not be accepted**

- **For UK applicants the deposit is £80 (£50 if applying for a bursary), or double this if applying for two or three weeks of a two or three-week retreat. For applicants from outside the UK the deposit is €200 or $200 (or £150), or double this if applying for two or three weeks of a two or three-week retreat.**
- Payment of the balance is required by 6 weeks before the start of the retreat, or else your place may be given to someone else.
- If you do not turn up for the retreat, then your fees are forfeited. If you cancel within six weeks of the retreat, and we are unable to refill your place from the waiting list, then your fees are forfeited. **If we are able to refill the place from the waiting list then your fees will be refunded in full. In exceptional circumstances at our discretion we may give refunds outside these terms. If you have holiday insurance and cancel for medical reasons you may be able to claim on your insurance.**

Please make UK Sterling cheques payable to the 'Western Chan Fellowship'.

In order to minimise bank charges for both parties, overseas applicants could send their deposit and balance as a bank note[s] for any of the above amounts. This will be converted at the prevailing exchange rate on the day of receipt. Any risk of loss of currency in the post is your risk. Alternatively you could contact the Treasurer and arrange to make a payment by bank transfer.