

The Othona Community, Bradwell-on-Sea

BOOKING FORM

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

Booking for
(event title)

Arrival	Day:	Date:			
First meal will be	Breakfast	Lunch	Supper	none	
Departure	Day:	Date:			
Last meal will be	Breakfast	Lunch	Supper	none	

PLEASE USE BLOCK CAPITALS

Your name (s):	Gender M/F	Age (if under 18)	Concession Yes/No
1.....
2.....
3.....
4.....
5.....

Concessionary rates will be available to those who bring proof of means tested benefit status or current NUS card. A parent or guardian must accompany those under 18.

Postal
Address:

Postcode:

Email:

Phone:

Mobile:

Are you willing to share?

Yes – with another compatible visitor Only if necessary
 Yes – with members of my party (as above) No, not at all

We have a limited number of single rooms for each event. We advise early booking if you are unable to share

Do you have any special requirements?
(physical, dietary, health related etc)
If so, please use this box to tell us....

Other information
e.g. emergency contact details
transport requests.

Is this your first visit to Othona Bradwell?

No Yes **If Yes, how did you hear of us?**

Personal recommendation Retreats web site Retreat Guide or other publication
 Othona publicity/leaflet Google etc search Other

Payment Information: Please read and complete the reverse of this form, sign below to indicate that you are over 18 and agree to our payment terms as referred to overleaf. We cannot accept booking without a valid signature and deposit.

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.

Concessionary rates are for adults in receipt of means-tested benefits and their own children. (We will need to see proof of benefits.)

Financial Support: We believe that no-one should be prevented from staying at the Othona Community for financial reasons. We therefore have a bursary scheme to help those who cannot afford the usual rates. If you wish to apply for a bursary, please do talk to the Warden before booking, as this should be arranged in advance of your stay. Your application will be treated confidentially.

How to pay

To find the full cost of any event, look on the website or in our printed brochure. Simply multiply the 24 hour rate by the number of nights you are booking, some events have a set cost quoted following the event description. **For each event booked we require a standard non-refundable deposit of £40 per adult. We do not require a deposit for children.**

Balance of payment will be due no later than 4 weeks before your stay.

Are you booking more than 1 month ahead?

You need only send the non-refundable deposit. When we confirm your booking, we will advise you of the amount still owing and when to pay it. 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 form.

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

More than 4 weeks ahead of 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. May we suggest you consider taking out insurance against loss due to cancellation.

Making your payment

We can accept payments 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 sign overleaf 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 amount for the event of	£
	<input type="checkbox"/>	I enclose a donation of	£
		TOTAL	£

I am making my payment by (tick whichever applies):

- Cheque made payable to The Othona Community
- BACS (bank transfer) to The Othona Community, Account No 20681628, Sort Code 20-54-30
Please use the start date of the event as a reference code (to link your payment to your booking)
- Other (please give details).....

When you sign the booking form overleaf you are agreeing to our new payment procedures as quoted on page 7 of our programme.

Please send your completed booking form to: **The Othona Community, East End Road, Bradwell-on-Sea, Essex CM0 7PN**

For booking enquiries, call 01621 776564 or email bradwell@othona.org.

To print further copies of this form please go to <http://www.othona-bradwell.org.uk/Events> and click on the link.