

# The Kairos Centre - Retreat Booking Form

Mount Angelus Road, Roehampton, London SW15 4JA



Please print in **BLOCK CAPITALS** and send with 25% deposit.

First Name: \_\_\_\_\_

Religious name (if any): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Arrive: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Depart: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Number of Persons: \_\_\_\_\_

**Accommodation Type** (please tick):

Single ~ Standard: \_\_\_\_ Single ~ En suite: \_\_\_\_ Shared ~ En suite: \_\_\_\_

**Special requirements including diet, access and hearing:**

**TOTAL COST:** £ \_\_\_\_\_ **Deposit Enclosed:** £ \_\_\_\_\_

Tick Option:		
Cheque	Cheque Enclosed: Yes / No (circle option)	
Switch	Card No.	
M/card	Expiry Date:	Code:
Visa	Print Name on Card:	

Please make your cheque payable to **The Kairos Centre**.

You may pay over the telephone on 020 8788 4188 or in person at our Reception desk or fill in above credit/debit card information. See terms and conditions for more information.

Email: [bookings.kairos@psmgs.org.uk](mailto:bookings.kairos@psmgs.org.uk)

**Terms and Conditions**

**1 Bookings**

Unless otherwise stated a provisional booking will be held for up to 1 week from the date of receiving the booking. If another enquiry for availability is received, the original enquirer will be informed.

To make a firm booking it must be done in writing along with a 25% NON-REFUNDABLE DEPOSIT. The hirer will also be required to sign a copy of these Terms and Conditions to demonstrate acceptance of them.

A letter, fax or e-mail of confirmation will be sent on the receipt of the completed booking form and 25% deposit.

The Kairos Centre Management reserves the right to rearrange an event in another room if the numbers increase or decrease substantially from the original number stated on the booking form. The Hirer will be advised before the event if a room change may be necessary.

**2 Settlement of Accounts**

Payment is due on the day of the event unless credit arrangements have been made. Invoiced Accounts are due in full within 7 days from the date of the Invoice.

**3 Cancellations**

Provisional booking may be cancelled by telephone. Firm bookings, which have been confirmed by The Kairos Centre, may only be cancelled by telephone and then in writing, by fax or email.

In the event of a cancelled booking, the Kairos Centre will retain the original deposit and reserves the right to charge cancellation fees in relation to following timescales:

Cancellation 30 days before the event- You will be liable for 50% of the total cost of the booking. Cancellation 7 days before the event – You will be liable for the total cost of the booking.

In the case of a postponement of an event due to unforeseen circumstances the deposit paid may roll over for up to three months from the date of the event by mutual agreement with the Management.

**4 Cancellation by the Kairos Centre**

We reserve the right, in exceptional circumstances beyond our control, to close all or part of the premises, in which event we will fully refund any amounts paid in respect of a booking.

**5 Catering**

All meals to be booked in advance. We reserve the right of sale of all food and refreshments. No refreshments of any description may be brought on the premises for consumption without the specific agreement of Management.

Residents may not bring food for consumption onto the premises. Please ask for a copy of our Policy.

**6 General**

For Residential groups, bedrooms will be available from 3:00 pm and must be vacated by 10:00 am on day of departure. Failure to vacate by 10.00 am will incur an extra days charge for the room.

The Hirer will be liable for any damage to the room, furniture or equipment caused by themselves or their delegates or anyone for whom they are responsible.

The Kairos Centre is a non-smoking and mobile telephone free building, Coordinators are expected to ensure that members of their group strictly observe the Health & Safety and Fire regulations, and evacuation instructions issued. These are displayed on each bedroom door or are available from the Kairos Centre Health and Safety Officer.

Photographs or Videos for personal use only may not be taken without the Director’s prior permission. The Management reserves the right of ownership to all photographs and videos. Please ask for details of the conditions attached.

The Kairos Centre accepts no responsibility of liability (other than as a direct result of its own negligence) for any injury, personal loss or damage to personal property belonging to Hirers or their delegates/attendees, or for their motor vehicles and contents.

In the case of different therapies and training courses please ask for a copy of our Policies as all professional therapists and trainers are required to have their own professional and public liability cover.

The Kairos Centre Management decision will be final over determining any questions arising in relation to the interpretation of these Terms and Conditions.

Disclaimer: Acceptance of a booking by the Kairos Retreat Centre does not mean that the Management promotes or agrees with their policies or activities.

Signed..... Date .....

Print Name..... Position .....