



## We need a few details from you, please...

Which event would you like to come to?

Dates:

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**About you:**

The name you'd like us to call you by:

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The name on your payment, if it's a different one:

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**How and where can we contact you?**

Postal address:

E mail address:

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Telephone numbers (including code/s):

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AM / PM / Anytime (please state)

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**About your booking:**

At almost all of our residential events, rooms are shared. We quote different rates for Single Rooms if available (usually first come first served). Tell us here if you would like a single room (if available) **YES / NO**

- Most venues assume you are willing to share bathroom, toilet facilities etc. Please say here if this is a problem for you. If we can help, we will.
- All our events, unless otherwise specified, feature exclusively vegetarian catering. If you have other dietary needs please tell us here.
- Please tell us now if you have medical, mobility or health needs that we should know about (this is so we can make provision for you, or respond appropriately in emergency)

*(You can put more information in a covering message if you need to.)*

**How would you like to pay?** *(delete as appropriate)*

- I enclose a deposit cheque for  payable to Outside the Asylum Ltd.
- Please send a PayPal invoice to my e-mail address
- Please e-mail me with bank transfer details

**Nearly done!**

Please sign here, or type your name if completing electronically. "I have read and agree to the Terms and Conditions set out on Page 2 of this form".

If you're posting this, please send it to **Outside the Asylum Ltd., 23, Forge Rd., Kenilworth, Warwickshire, CV8 2HR (United Kingdom).** THANK YOU - we look forward to welcoming you 😊

## Terms and Conditions (the not so small print)

- 1) Outside the Asylum Ltd (We) will enquire if any of our Guests (You) have any medical conditions, mobility needs or dietary requirements prior to the commencement of any of our events. We will endeavour to meet all those needs but cannot be held responsible for any venue's failure to meet such needs previously advised to them. We will do all we can to ensure that your needs are met.
- 2) Where any of our events include movement or exercise, you must notify us in advance of any medical conditions, including pregnancy, that may affect your ability to participate. By participating in any such activities, we assume that you have consulted with a medical practitioner regarding your fitness to participate. We will not be responsible for any injuries sustained during our events.
- 3) We strongly advise you to purchase suitable Travel Insurance to cover any possible problems which may occur. We will not be liable for any issues arising from adverse weather conditions, strikes, airline or other form of travel delays, or any other unforeseen or unplanned occurrence which may prevent you from attending our events. If a venue should be forced to cancel an event we will refund your money in full, or attempt to offer an alternative event. If such alternative cannot be arranged or is unacceptable to you, we will refund your money in full.
- 4) We cannot be held liable for any issues arising from any ancillary activities organised by our Venues. Any claims for loss or damages arising must be pursued directly with the venues themselves.
- 5) We will specify the amount of deposit we require to secure a booking, and the latest date by which the remainder must be paid. If you fail to pay the balance by the required date, your deposit will not be refunded and you will not be able to attend the event. We will contact you by telephone or email to remind you when the balance is due.
- 6) We will advise you before any event begins, of what is included in the price. Any payments for transfers, activities, or anything else provided directly by the venues will be payable directly by you, to the venue or provider themselves. We will endeavour to advise how much these costs may be, but have no control over any changes that the venue or provider may make, including failure to provide.
- 7) We will try to ensure that your participation in our events is as relaxing and stress free as possible. Please advise us of any problems and we will do whatever we can to resolve them.
- 8) DATA PROTECTION: We will only keep the information on this form for the duration of this booking. We will always ask before storing your contact details. Your information will not be sold, given or otherwise shared with any third party, save on a "need to know basis" in relation to your health, safety or specific requirements.
- 9) Nobody ever reads these things all the way through, so when you come to one of our events, mention this clause, and Brendan will give you £1. Or equivalent in Local currency. Gladly.