

Group Booking Information 2010

Statement of Intent

We are a Vegan Life Sanctuary, actively facilitating the principles of harmlessness and natural respect for all life.

We provide a quiet sanctuary for rejuvenation, self-reflection and healthy living.

We share our peaceful, unpretentious and eclectic retreat, to nurture and illuminate the inner path.

Location

The Retreat Centre is located in a quiet position, just a short walk away from the mineral springs, the Spa Resort and the surrounding Wombat State Forest and Reserve.

Facilities and Activities provided

- 11 bedrooms that can accommodate from 26-35 people
 - Rooms can sleep 1 to 5 people in double, single or bunk beds
 - Most rooms have doubles
- Groups can book individual rooms, or the whole building.
- Lounge with open fireplace
- Extended veranda areas and gardens to sit in
- Studios for Hire
 - An 8m x 10.5m carpeted studio
- Downstairs showers (2 Male / 2 Female with WC)
- Upstairs Toilet facilities (1 Male / 1 Female) and Shower Room with WC & Vanity
- Vegan catering for groups - bookings essential
- Kitchen hire available to experienced vegan chefs - by negotiation
- Yoga and meditation classes on site for beginners and experienced
- Shiatsu and massage on site - booking essential

Facilitator

A Group facilitator will need to be appointed. We also request a copy of the prospective program, so that meal times and other regular Retreat Centre activities can be co-ordinated with the Group In Residence.

Retreat Prices

- For standard pricing, see the [Hepburn Retreat Centre Groups](#) page on our website
- Single room occupancy will incur a surcharge of \$40 per night
- There is a limit to the number of single rooms available - availability reducing as group numbers increase. Please coordinate with us as you take single bookings to ensure there are enough rooms to accommodate your group.
- It is expected that the group facilitator or coordinator will collect all money from attendees and pay Hepburn Retreat Centre. Our costs are not based on the Retreat Centre collecting money from retreat participants individually.

Booking Information and Deposit

Bookings are essential and can be made by phone or email.

1. A \$500 deposit is required **at the time of booking**, to secure your group booking.
2. If the group does not proceed with the booking and the retreat centre has not lost clientele, the full amount will be refunded. If the retreat centre has had turn away business, an amount will be refunded in accordance with the value of business lost.
3. A further deposit of \$500 is required **at least 10 days before the group stay**, with the balance due on the day of arrival. We **accept cash, bank transfer or cheque only**, made out to Continental House.
4. A cancellation fee of \$80 per room will be charged with less than 24 hours notice of your cancellation, unless we can re-let rooms in which case no charge will be made.
5. A non-refundable deposit of \$15 per person (for agreed numbers) is charged, to cover cancellation costs where Catering has been commenced.

Insurance

Patrons on site are covered by Continental House's (Hepburn Retreat Centre) Public Liability insurance.

Professional indemnity (general practitioner) insurance **is the responsibility of the group**. Please contact your insurer to confirm that you are covered away from your regular teaching venue.

What to bring

Guests need to bring their **own linen and bedding** (nights are cold!). We provide pillows and extra blankets. Warm clothes all year round are recommended.

You will be provided with a “What to Bring and How to Get Here” document closer to the date of your group’s stay.

Karma Yoga

We ask that the retreat facilitator allocate participants to a roster to assist with kitchen cleanup after meals.

Retreat Timetable and Overview

We would prefer to have a program overview that lists your time of arrival, and time of departure, and any other activities you think we should know about.

Please ensure there is a facilitator or assistant here **before any guests arrive**, to hand out keys and direct people to their rooms.

Room Allocation

Please complete a [Room Allocation Form](#), and return it to us prior to your retreat. This allows us to ensure that we have a bed for all the retreat participants and no surprises upon arrival.

A room allocation form can be downloaded in [Word](#) or PDF format from our website.

Equipment and Facilities Requirements

Please advise us of any equipment requirements you have at least a week prior to your retreat. These may include power-boards or extension cords or tables or chairs to be moved into the yoga room.

Please note that we do not supply paper, sticky-tape, coloured markers or colouring pencils.

Please discuss with us before blue-tacking things to walls.

Meals and Dietary Requirements

Our preferred meal times are:

- Breakfast: 8.30am
- Lunch: 1.00pm
- Dinner: 7.00pm

Please indicate in your program overview if you would like meals to be at different times to these.

Please indicate any special dietary requirements such as gluten free or onion, garlic or chilli free meals.

Conditions of Stay

Thankyou for your help with the following conditions - our tariffs are low due to your co-operation.

1. We are a vegan sanctuary - our premises are free of meat, fish, egg and dairy.
2. We promote healthy living & are a smoke, alcohol and drug (SAD) free premises.
3. To maintain a quiet environment for our guests and neighbours, please keep noise to a minimum after 10.30pm.
4. All the common areas (not the private rooms) need to be tidied and cleaned to their original condition at the end of your stay. Furniture needs to be returned to its original position.
5. Please wash and put away your own cups/glasses in the Tea-room and dishes in Guest Kitchen.
6. Please make use of our recycling system in the Guest Kitchen by sorting your rubbish into the appropriate bins and taking to recycle area.
7. Guests provide their own linen and bedding. We provide pillows and extra blankets.
8. No dogs, cats or other pets are allowed on the premises.
9. All groups are required to appoint a Group Contact Person prior to arrival to coordinate any mutual needs during your stay. The nominated person will need to be available at both arrival and departure times to ensure both these agreements and your needs are met.
10. For specific functions there may be a function coordination fee, as negotiated on a case by case basis with each group.
11. Please see our separate hire agreements if you want to book spaces or either of our studios.

Contact Details and Directions

Hepburn Retreat Centre / Continental House
9 Lone Pine Ave Hepburn Springs
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