**‘Finding Hope through Disappointment’**

**High Leigh Conference Centre, Hoddesdon, Herts - Booking Form.**

Date of Retreat: **10th – 12th September 2025**

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| **Name:** |  |
| **Address:** |  |
| **Tel number:** |  |
| **Mob number:** |  |
| **Email:** |  |
| **Name of next of kin:** |  |
| **Next of kin contact number:** |  |
| **Do you have a disability?** |  |
| **Is an accessible room required? \*** |  **Yes / No \*** |
| **Do you have dietary needs?**  |  |
| **Do you have any allergies?**  |  |
| **Are you taking any medication?**  |  |
| **Will a carer/helper be coming with you? \*\*** |  **Yes / No** |
| **If yes, what is their name?** |  |
| **Name and contact number of your doctor:** |  |
| **Do you play the piano or guitar?** |  |
| **Have you been on a TTR retreat before?** |  |
| **Signed:** | **Dated:**  |
| **\*** These will be assigned on a first come first served basis especially for wheelchair users |
| **\*\*** For legal reasons we are unable to provide any form of personal care. If needed, it is up to you arrange this and ensure that all retreat costs are covered for the friend or carer who will be helping you– they will need to complete a separate form. |
| **Please see over for terms and conditions. Please return this form by email by 3rd August to:** together@throughtheroof.org**or by post to:** Jan Nicholson, Together Retreats, Through the Roof, Alpha House, Alpha Place, Garth Road, Morden SM4 4TQ**Tel:** 01372-749955 |

**GENERAL TERMS AND CONDITIONS OF THROUGH THE ROOF TRIPS & HOLIDAYS.**

1. A **non-returnable deposit** **of 25% of the total cost per person** is required to secure your place **once you are accepted for a trip/retreat/holiday** (hereafter called “the event”). Payment of this deposit is seen as acceptance of both these and the specific terms and conditions for the event.
2. **Cancellation policy**. Full payment is due 6 weeks before the commencement of the event. Any cancellation after this date will incur the full cost. For any cancellation between payment of the deposit and the full payment date a 50% payment must be made. (See 3 below)
3. We encourage everyone to ensure they have **personal insurance** that covers cancellation, illness and travel, loss of personal effects and money for both within the UK and abroad. We will require specific confirmation and sight of this policy if the event involves foreign travel.
4. All participants in the event are required to take full responsibility for any specific **medical care** they may require (including the administration of medication) and to bring all medicines/dressings with them.
5. Under the Care Quality Commission (CQC) regulations, Through the Roof is **not** **allowed** to provide **personal care** at our events. This includes help with taking medication, feeding, washing, dressing, using the toilet and getting in and out of bed. If you need this type of care, it is your responsibility to ensure it is in place otherwise we reserve the right to ask you to leave without refund.
6. During the event **photographs and video footage** may be taken in which you may appear. Unless we receive a written request asking for these not to be used, Through the Roof may use such material to promote other events.
7. All information given on this form is for the administration of the event only. Through the Roof **does not share any personal details** with any third party.

⬜ I confirm that I have read and accept these terms and conditions

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_