



## Writing Retreat Booking Form

Title of writing retreat: .....

Occupancy for weekend retreats: Weekend retreat single (£275)  Twin (£250 per person)

Day retreat (£80) \*only available for one day workshops, as advertised.

Full name.....

Address.....

.....

Postcode.....

Contact telephone number.....

Email address.....

### Payment

All weekend writing retreats must be secured by £100 deposit. Full payment must be made six weeks prior to the retreat going ahead.

Day retreats should be paid fully on booking.

Payment can be made by cheque or BACS.

All cheques should be made payable to Chasing Time Writing Retreats

To pay by BACS, please use the following account details:

Account Name: Chasing Time Writing Retreats

Sort code: 80-22-60

Account Number: 16364562

**Terms & Conditions**

All bookings must be accompanied by a deposit and full balance paid six weeks before the retreat. Please note we need a minimum number of delegates to run this retreat and in the event that we need to cancel this event, you will be offered a full refund or a transfer to a future Chasing Time retreat.

Unfortunately, should you need to cancel your place no refunds are available, unless we are able to fill your space.

You will automatically be added to our mailing list and receive our newsletter, as well as information about the retreat/s that you have booked. We promise to never pass on your details to third parties.

Should you wish to opt out of this, please tick where indicated:

Please sign and date below to show that you have read and agree to above Terms & Conditions.

Print name.....

Sign name.....

Date.....

Please send this completed form by email: [chasingtimescotland@gmail.com](mailto:chasingtimescotland@gmail.com) or by post to:  
Chasing Time Writing Retreats, 3 Long Row, Westhaven, Carnoustie, DD7 6BE