

*The Retreat Centre - House of the Open Door*  
*Childswickham House, Childswickham, Broadway,*  
*Worcs. WR12 7HH; Tel: 01386 852 084*

*Booking Form for an individual*

If at any time you need to cancel your booking, before or after your return-by date, please please [contact us](#) to let us know immediately.

Name: .....

Address:.....

.....

Postcode:..... Email: .....

Telephone: evening: ..... day: .....

Date of Visit: from: ..... to: .....

Arrival time: ..... Departure time: .....

Purpose of visit: .....

If this is your first visit, how did you hear of us? .....

.....

Mealtimes:            Breakfast: 8.30am            Lunch: 1pm            Evening meal: 6pm

If you would like to vary the time of the evening meal, please give the day and new time:

.....

Do you have any particular dietary requirements, eg gluten-free, vegetarian, etc?

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**Before booking**

We request that anyone who is interested in attending any of the House of the Open Door Community's events or using any of the House of the Open Door Community's facilities read our [belief statement](#) before registering to join an event/requesting to use facilities. If you have any questions, please [contact us](#) to raise these with us before registering.

## **Personal safety advice and check-list for Guests**

Thank you for booking your stay with us at House of the Open Door Community. In order to ensure as high a standard of personal safety as possible for our guests, we draw your attention to the following:

### **Food Allergies:**

Please ensure that we have been notified of any allergies that members of your group may have in order that we may cater appropriately for them.

### **Fire Risks:**

There should be no smoking anywhere indoors.

If a smoke alarm goes off, please evacuate buildings and assemble in the courtyard around the pond. Inform a member of the Community, who will then phone the emergency services. Ensure all members of your group are accounted for.

### **Medical Emergencies:**

Details of how to obtain out of hours medical help are in the information leaflet in all rooms. Please get help from a member of the Community at any time if you need to.

### **Safety of Children:**

**Children under 14 must be supervised indoors and outdoors at all times.**

Please ensure children do not throw or poke anything into the pond in the courtyard as the lining is easily damaged causing the water to leak out. If there is ice on the pond, please do not break it. Such disturbances have killed some of our fish. If children should play with the water in the pond, please make sure their hands are washed afterwards as the water is not clean.

**There are many hazards, especially around the stream. Children should never be near the stream or ponds in the courtyard and at the end of the garden unsupervised.**

**Children's safety is the responsibility of parents or group leaders at all times during your visit.**

### **Public Liability:**

We do not accept liability for loss or damage to guests or their property during their stay.

**I confirm that I have read the advice given.**

\*I enclose a 25% non-returnable deposit per person booked in: £ .....

\*I confirm payment of the deposit has been made by Direct Bank Transfer £.....

\*Delete as appropriate

Gift Aid forms are available if you would like to gift aid the contribution for your stay. Please let us know and we will either send one by email or give a copy to you on your visit.

Signed: ..... Date: .....