|  |  |
| --- | --- |
| **Booking Information**  | *(includes general information about the booking)* |
|  |  |
| Group Name |  |
|  |  |
| A.B.N |  |
|  |  |
| Address |  |
|  |  |
| Arrival date and time | Date: Time: |
|  |  |
| Departure date and time | Date: Time: |
|  |  |
| Numbers | Male: Female: |
|  |  |
| **Contact Information** | *(includes information about the person making the booking)* |
|  |  |
| Name |  |
|  |  |
| Contact Numbers | Phone: Mobile: |
|  |  |
| Email or Fax |  |
|  |  |
| **Visiting Clergy:** |  |
| It is a Diocesan requirement that all visiting clergy seek appropriate authority from The Bishop’s Office prior to any participation in retreat programs at The Hermitage. For convenience, we have placed the appropriate forms on our website. These must be forwarded to The Bishop’s Office for authorisation. The onus for compliance rests with the visitors group. |
| Groups using the La Valla or Le Rosey site at The Hermitage and who are offering the services of a Spiritual Director during their retreat or programme must ensure that the Spiritual Director, or person accompanying participants is; Groups using the La Valla or Le Rosey site at The Hermitage and who are offering the services of a Spiritual Director during their retreat or programme must ensure that the Spiritual Director, or person accompanying participants is;  |
| **Terms, conditions & booking information sheet** I have read and understand the Terms & Conditions of this booking. Yes No |