



TAKE TIME RETREATS

health & wellness retreat breaks for busy women

www.taketimeretreats.biz

take time retreat information & terms and conditions

Thank you very much for your interest in take time retreats.

I love to keep life simple, so to ensure that you know what you're booking when you sign up to one of our take time retreats, please take a few moments to read all the retreat information & terms and conditions before making your booking.

I have tried to cover everything here, but if you have any questions at all about whether this retreat is right for you, please [email me](#) so that I can call you to discuss your concerns before you book.

Retreat information -

I guarantee that the take time retreat team will take care of your needs from the moment you arrive.

Our goal is for you to feel at home, and be nurtured and nourished throughout your stay.

The cost of your retreat is inclusive of all workshops, activities, treatments, accommodation, meals and drinks during your stay (see below for full details). You will also be given a luxury towelling robe and slippers which are yours to use during the retreat and take home with our compliments. We'll even provide you with an apron for use during our kitchen workshops & demos!

Travel to the retreat is not included in the price but if you are travelling by train we can arrange to collect you from the station at the start and return you there at the end of your stay. The nearest station is Paddock Wood which is approximately 15 minutes' drive from the venue.

For anyone driving to the event, there is off-road parking on the driveway of our venue which is found down a long private drive on the Finchcocks estate. Please note that we cannot take any responsibility for the security of your vehicle or its contents.

All meals at the retreat are vegetarian. Many of the meals are naturally gluten- and dairy-free but where this is not the case we will make options available as required. If you have any other dietary requirements please check before booking your place on the retreat to ensure that they can be catered for.



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There are few guiding principles that we have put in place for the comfort of all guests. Please note:

- all areas of the retreat (including inside and outside space at the venue) and group activities (including countryside walks) are non-smoking
- we will not be serving alcohol during the retreat and request that guests do not bring alcohol with them. This will help you to get the maximum benefit from your time with us & your body will thank you for a few 'dry' days
- we ask guests to respect our quiet times on retreat (10pm-7am) so that everyone can get a great nights' sleep during their stay
- communal areas are kept free of mobile devices, except for taking any photos that you might wish to take during the workshops
- we like to create an inclusive, respectful space for all guests – behaviour which is disruptive to either other guests or members of the take time retreat team is not acceptable and will be dealt with

Dates & times –

Your take time retreat takes place 7th-10th November 2017 (inclusive)

Arrival on Tuesday 7th November is between 11am-12pm; departure is on Friday 10th November by 9.30am.

The planned schedule is as follows:

- Tuesday 7th November –
 - guest arrival & time to familiarise yourself with your room
 - lunch
 - orientation session to help you get the most from your stay
 - cooking with spices and south Indian Thali workshop
 - Fitness Pilates mat-work class
 - evening meal & quiet relaxation time
 - guided sleep meditation session
- Wednesday 8th November –
 - wake-up and stretch session (or sunrise walk and stretch session, weather-permitting)
 - breakfast
 - creative felting workshop (running 10am-3.30pm) with lunch included



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- afternoon tea
- twilight walk
- sound bath experience (90 minutes)
- evening meal & quiet relaxation time
- guided sleep meditation session
- Thursday 9th November –
 - Fitness Pilates mat-work class
 - breakfast
 - raw chocolate-making workshop & tasting
 - lunch
 - aromatherapy & skincare workshop
 - afternoon tea
 - walking meditation
 - creative workshop
 - evening meal and quiet relaxation time
 - relaxation yoga and closing circle
- Friday 10th November –
 - energising yoga session to carry you back out into the world
 - breakfast & fond farewells

Massage appointments will be scheduled throughout the retreat. On arrival you will have the chance to book your treatment at a time to suit you during your stay.

I do not anticipate having to make any big changes to the schedule but in the case that it becomes necessary, please rest assured that the final program will be full, varied and balanced to give you a fulfilling & enjoyable experience on retreat.

In addition to the scheduled activities, there will be the chance to watch demonstrations of meals being made (if that is of interest to you) plus time to sit and read, take yourself off for a walk/run, play tennis or have an afternoon nap!

You are not obliged to join in with everything, but obviously your experience will be richer if you fully embrace the activities on offer.

Don't worry if some of the activities are new to you. The sessions are suitable for all abilities and you will be fully guided throughout by our experienced & fully qualified team. You can do or as much or as little as you choose.



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You will not be expected to share anything about yourself in any of the sessions, unless you wish to do so. Anything you do share is in the strictest confidence so you can relax fully knowing that you are in a safe and respectful environment.

What's included in the price?

Meals:

All meals are included in the cost of your retreat as follows:

- Tuesday 7th November – lunch, afternoon tea and 3-course evening meal
- Wednesday 8th November – breakfast, lunch, afternoon tea and 3-course evening meal
- Thursday 9th November – breakfast, lunch, afternoon tea and 3-course evening meal
- Friday 10th November – breakfast

Drinks:

There will be unlimited hot and cold drinks available throughout your stay including teas & herbal teas, coffee & still/sparkling water. Other drinks will accompany our meals and snacks including fresh juices, green smoothies, apple & ginger shots, lassi, turmeric coconut milk, chai, homemade nut milks and masala coffee...

Accommodation & other:

In addition, the following items are part of your package and included in the price:

- 3-nights' accommodation in your luxurious en-suite bedroom with locally-sourced aromatherapy toiletries
- welcome pack on arrival
- your luxury towelling robe and slippers which are yours to take home at the end of your stay
- a full-body relaxation massage with one of our Jing-trained therapists
- a recipe pack of all the dishes covered in the 'cooking with spices' and 'raw chocolate' workshops, along with some of the other recipes we use at the retreat
- an apron to protect your clothing during the cookery and creative workshops
- a take-home pack on departure so that you can continue with some of the retreat practices once you get home



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Activities & equipment:

All activities, workshops, classes, guided sessions and demonstrations are included.

Equipment such as yoga mats & blocks, small Pilates equipment and blankets for use during evening meditations are all provided so you do not need to bring anything with you for the activity sessions.

All of the materials needed in your creative workshops will also be provided.

If you plan to play tennis during your stay, please bring racquets, balls & suitable footwear with you.

In summary, once you arrive at your take time retreat there is nothing that you will need to buy. Everything is included in the price you pay at the time of booking.

Health:

All participants are required to disclose any pre-existing medical conditions and contra-indications on the health questionnaire which will be sent to you prior to your arrival. If you have any concerns about pre-existing medical conditions or contra-indications please discuss these with us prior to booking.

You are fully responsible for your own health during your stay with us including participation in any of the planned activities. We are not able to offer medical advice but you will have a qualified first aider on site at all times.

If you are currently on any medication or undergoing any form of treatment (medical treatment, physiotherapy, osteopathy or chiropractic) we recommend you seek clearance from your practitioner regarding participation in any of the activities at the retreat.

We cannot be held responsible for any health issues that arise as a result of any possible contra-indications that have not been disclosed prior to arrival on the retreat.

Your personal information and data will never be sold or passed onto any third party. Please note that your health questionnaire will be shared with relevant therapists on the retreat for the purposes of guiding your treatment with them.



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Booking & payment -

Bookings made before 30th September 2017 are paid in two equal monthly instalments, collected automatically on the same date each month. For example, if you book on 17th September, your payments will be collected on 17th September & 17th October, after which no more payments will be collected. In the case of any scheduled payments being missed, your booking will be treated as cancelled, the room will be reallocated and you will forfeit any monies paid.

Bookings made from 1st October onwards will be charged in full at the time of booking.

You have the choice of booking a twin or double-bedded room.

You also have the choice of booking a room to yourself or sharing with a friend. If you book a room to yourself, you will have a room to yourself – at take time retreats you will not be made to share with someone you don't know.

A twin-bedded room includes two single beds. If you book a double-bedded room for 2 guests it will be set up with one king-sized or super-king bed and one double sofa bed.

When booking a shared room, the amount shown on the booking page is the combined cost for both parties. It is the responsibility of the person making the booking to make the payments and to make their own arrangements to collect the relevant monies from the friend they will be sharing with. Contact details for both parties will need to be provided.

Please note bookings are not refundable once made but can be transferred to a third party on request, up to 15 days before the start of the retreat, in which case an administration charge of £50 will apply.

Should you leave the retreat early for any reason no refund will be provided.

Insurance -

We highly recommend that you purchase travel & personal insurance in case you need to cancel your booking due to circumstances beyond your control such as sickness, or death of a family member, or any other circumstance that may require you to cancel your retreat.

We cannot accept any responsibility for loss, damage or theft of personal possessions brought to the retreat. We advise that you leave valuables at home.



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Cancellation & amendments -

All the retreat information is correct at the time of going to press, but may be subject to change at our discretion. The retreat schedule may be subject to change at little or no notice due to weather conditions, staff availability and other circumstances beyond our control.

If your take time retreat is cancelled, you will be offered the choice to transfer your booking to another retreat date or to receive a full refund of all monies paid. Once again, we suggest you take out your own insurance to cover you in case of cancellation through unforeseen circumstances.

Additional information –

The take time retreat is a women-only event with an all-female team delivering the activities, classes and workshops.

The suggested age range for guests is 45-60 years but rest assured we will not be checking birth certificates! If you feel that you fit this age range, or are comfortable with this age range, you will be fine to join us!

It is normal to feel a little apprehensive if you have not attended an event like this previously. Rest assured you will be welcomed warmly on arrival and that you will be in the perfect place for your first retreat experience.

Some participants may choose to share this experience by coming with a friend, which is great, but equally it is a wonderful chance to travel alone and let go of everything from the outside world. Whether or not you choose to travel alone, the take time retreat is a great opportunity to meet other women with the shared goal of setting aside time to reconnect with yourself away from all the roles you play in the real world.

There is no dress-code at the take time retreat. We suggest that you bring whatever you feel most comfortable in, however it would be a good idea to bring a pair of leggings/yoga pants (or similar) that allow you to move freely for your Pilates, stretching and yoga sessions. Please bring suitable footwear for any outdoor activities. Walks will mostly be on a private tarmac driveway, but as it runs through a working farm it is safe to assume there will likely be some mud in November!



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Members of the take time retreat team will be taking photographs during the event for use on social media and in future promotional materials, but we will always aim to be unobtrusive in the images we take and share.

The venue is a large and spacious private house which has been architect-designed, furnished and equipped to a very high standard throughout and we want you to feel at home here. We have exclusive use of the venue throughout our stay. We know that you will treat the venue with the same care that you would show if you were visiting a friends' home, but in the event of any damage to the fixtures and fittings, or any item on the inventory, the cost will be charged to us by the venue and will be passed on to the individual(s) concerned.

If there are any amendments to the schedule of events, to the retreat information or the terms and conditions, you will be notified.

Your booking constitutes your understanding and acceptance of this information & terms and conditions. In the case of a booking for a shared room, both parties will be deemed to have accepted the booking information & terms and conditions.

Finally, if you have any questions at all about whether this retreat is right for you, please [email me](#) so that I can call you to discuss your concerns before you book.