**Ways of Light and Heart**

**Accommodation Briefing and Booking Form**

**BRIEFING**

**About our venue:** Poulstone Court is a dedicated meditation and retreat centre in a charming, large Victorian house, on the edge of the village of Kings Caple, 10 miles south of Hereford. The centre has a lovely, clear atmosphere, is very well maintained (and heated!), and provides excellent food. See more at [www.poulstone.com](http://www.poulstone.com). There are lots of pleasant rural walks around Poulstone, and the River Wye is only half a mile away.

This form will brief you and request info on accommodation, diet, travel, and deposit.

If you have any queries, feel free to contact us.

Alan and Linda Heeks

alanheeks@gmail.com 07494 203014

**Accommodation:** There are 32 bed spaces available in the main house, in spacious, comfortable bedrooms sleeping two to five people each. We are aiming for a total group of 40 people, so some will need to book their own accommodation in the area. Poulstone don’t provide a list for this: my web search suggests there is little available within walking distance.

**Diet:** Poulstone will cater for special diets, and do it well. They charge £10 extra per person for this, for the weekend.

**Travel:** The nearest railway station is Hereford, 10 miles or 25 minutes: taxis cost around £30. We will try to coordinate rail travellers so you can share a taxi. If you want to book advance tickets, the earliest arrival time on the Friday is 3.00pm, and the group will start at 7.30pm after supper at 6.00pm, and finish after lunch at 2.00pm on Sunday.

If coming by car, the postcode is HR1 4UA. We will set up arrangements for people to offer or request lifts nearer the time.

**BOOKING FORM: NOV 22-24**

Your name: …………………………………………………………………………………………………………………………….

Email: ………………………………………………………….. Mobile: …………………………………………………..

**Accommodation**

* Would you like sleeping accommodation at Poulstone Court?
* If you would like to share a bedroom with a partner or friend(s), please put their name(s) here and clarify your connection. We will allocate couples a bedroom to themselves:

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**Food**

* Do you have any special dietary needs? If so, please detail them here. Poulstone aim to cater for most needs, but you will need to pay £10 extra.
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**Travel**

* Are you planning to use public transport? ……………………………………………………………………………
* If coming by car, can you offer a lift, or would you like one? Where will you be travelling from?

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**Special needs**

* If you have any special needs, such as mobility, hearing impairment, please inform us, and we will check that we can accommodate you.

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**Payment**

* To confirm your place, we need a deposit of £60. If you have to cancel before Oct 22, we will refund your deposit minus a £5 admin charge. The balance is payable by Oct 22: if you need to cancel after that, we can only refund if we can find another person to take your place. From Nov 15, bookings are not refundable.
* Please note the total amount you are due to pay:

Weekend cost: £420 Residential

 Or: £295 Non-residential

Plus: special diet £10 if applicable

Total to pay: £…………….

* *Concessions:* we can consider a concessionary discount, usually £50, but up to £100. If you need a concession, please email us with a brief description of your need.
* *To pay deposit:* Please send a BACS transfer for £60 to:

Bank: Lloyds
Account name: A D HEEKS
Sort code: 30-99-71
Account number: 02244548

Put Poulstone and your surname as the payment reference.

Please return your completed form to Alan Heeks: alanheeks@gmail.com.