

## TERMS AND CONDITIONS FOR THE WRITING ROOM RETREATS 2025-2027

Please carefully read the following terms and conditions to confirm your spot in the retreat. By making a reservation and attending the retreat, you agree to comply with the terms and conditions set forth by Writing Room Retreats Pty Ltd (hereinafter referred to as the "Organizer"). Please sign below to indicate your acceptance.

### 1. Booking and Payment

- To secure your spot in the writing retreat, a non-refundable deposit\* is required at the time of booking.
- The second payment\* (as per your booking) is due within 90 days
- The remaining balance\* must be paid 90 days before the event
- Payment can be made through the accepted methods provided by Writing Room Retreats Pty Ltd (Organizer).

\*Payment is in accordance with your agreed accommodation package.

For bookings made less than 60 days before the retreat, full payment is required at the time of booking. The final balance of payments is to be made via bank transfer to an international account.

Failure to make the required deposit, second installment, or final balance by the due dates grants Writing Room Retreats Pty Ltd the right to cancel the reservation and retain any deposit or payments already received.

Writing Room Retreats Pty Ltd reserves the right to offer discretionary discounts on a case-by-case basis, which will not affect the status of any guests who have paid the full price, and no discount will become due to them.

### 2. Cancellation and Refunds

- In the event of a participant's cancellation, **the non-refundable deposit** will not be returned.
- Refunds for the remaining balance are subject to the following conditions:
  - Cancellation more than 120 days before the retreat start date: 100% refund of the remaining balance.
  - Cancellation between 120 to 60 days before the retreat start date: 50% refund of the remaining balance.
  - Cancellation less than 60 days before the retreat start date: No refund will be provided.

- The organizers reserve the right to cancel the retreat in case of any unforeseen circumstances. In such cases, a full refund of all payments made will be provided to the participants.
- Writing Room Retreats Pty Ltd reserves the right to change bookings and shall inform the customer as soon as possible. Alternative arrangements/new retreat dates will be offered, but they do not accept responsibility for any costs incurred, including airfare.

### **3. Retreat Itinerary**

- The organizers will provide a detailed itinerary of the retreat, including workshops, activities, and excursions. However, the itinerary may be subject to change at the discretion of the organizers due to unforeseen circumstances or events beyond their control, including but not limited to the number of participants, schedule of activities, and any other terms under any circumstances whatsoever.
- Participants are free to attend all scheduled workshops and activities of their choice.

### **4. Accommodation and Meals**

- Accommodation options and amenities will be clearly specified in the retreat information.
- Meals provided during the retreat will be outlined in the itinerary. Participants with dietary restrictions or preferences must inform the organizers in advance.
- Writing Room Retreats Pty Ltd reserves the right to alter any facility, accommodation, or activity outlined in all correspondence.
- In the event that a Participant decides to downgrade their accommodation after monies have been paid, the customer will not be entitled to any refund. If the customer wishes to upgrade in a new facility, full costs are liable.

### **5. Travel Arrangements**

- Participants are responsible for arranging their own travel to and from the town of arrival; final transport to the hotel is specified by the organizers.
- It is the customer's responsibility to ensure that they have all the relevant travel documentation and Schengen Visas (if required) and arrive at the airport on time. This includes any and all paperwork required for your country to be compliant with the country's Immigration requirements.

- Writing Room Retreats Pty Ltd accepts no responsibility, costs, or liability for delay or cancellation of any flights, trains, buses, ferry, or other forms of transport.
- ***It is highly recommended that participants purchase travel insurance to cover any unexpected cancellations or events during their travel.***

## **6. Health, Safety, and Responsibility**

- Participants are responsible for their own health and safety at all times during (and travel to) the retreat.
- The Organizers will not be liable for any failures beyond its control, including but not limited to natural disasters, war, 'acts of God,' closure of airports, civil strife, pandemics, accidents, or failure to perform by third parties, including suppliers and subcontractors.
- Participants must ensure they have the necessary health insurance and medical clearance to attend the retreat and must disclose any medical conditions and medications to the Organizers.
- Writing Room Retreats Pty Ltd accepts no liability for loss, damage, injury, or illnesses incurred during the participants stay or while traveling to and from the Retreat, during the Retreat, or during any unofficial activities.

## **7. Code of Conduct**

- Participants are expected to behave respectfully towards each other, the retreat organizers, the retreat location's staff and property, and in compliance with the laws of the country where the retreat is taking place.
- Any behavior deemed inappropriate, offensive, or disruptive will not be tolerated, and the organizers reserve the right to ask the offending participant to leave the retreat with no refund.

## **8. Intellectual Property**

- Participants retain the rights to their own work created during the retreat.
- The Organizers retain the rights to their intellectual property of their processes, creative input and activities during the event and ask that these are not recorded or shared.
- Participants may be asked to grant the organizers and fellow participants a non-exclusive license to use excerpts of their work for promotional purposes related to the retreat, including photographs and images of the retreat.

## 9. Privacy

- The organizers will handle all personal information provided by participants in accordance with applicable privacy laws and their privacy policy.

## 10. Governing Law

- These terms and conditions shall be governed by and construed in accordance with the law of South Africa. The parties consent to the exclusive jurisdiction of the courts in all matters regarding them.

By booking your spot and attending the Writing Room Retreat, you acknowledge that you have read, understood, and agreed to the above terms and conditions.

### **Important Addendum**

We strongly recommend that all customers have adequate travel, cancellation and medical insurance for the duration of the trip for the event of any potential emergencies or cancellations that might occur.

Not sure where to start? If you are American look at [www.travelinsurance.com](http://www.travelinsurance.com) will compare different companies or ask a trusted travel agent in your country for a recommendation.