



ENCOUNTER | EQUIP | ENGAGE

Cliff College Booking Form

This retreat is for Local Lay-Pastors, and those who hold equivalent roles within their Church. The retreat is organised by the Methodist Church Ministries , Reflect- the Methodist Spirituality and Retreat’s group and Cliff College.

The Retreat will contain a mixture of guided reflection and input alongside times of silence, opportunities for creativity and prayer. Our theme will consider how the natural seasons of God’s creation can speak into the seasons of life, service and call.

General information			
	Local Lay-Pastors Retreat Organised by Cliff College/MCB/Reflect		
Participant Name			
Email Address		Phone	
Emergency Contact			
	Relationship to you:	Phone	

Conference				
Arrival	Date	7th July 2026	Time	15.00
Departure	Date	9th July 2026	Time	15.00 (rooms to be vacated by 9.30am)
Do you have any food allergies?				
Do you have any accessibility or mobility requests? eg – accessible room, loop, large print, coloured handouts etc				
Is there anything else you would like to share to enable you to fully participate in this Retreat?				

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01246 584200
cliffcollege.ac.uk





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I agree to abide by the terms and conditions of Cliff College

Signed:

Date:

TO CONFIRM THIS BOOKING: Email conferences@cliffcollege.ac.uk stating you would like to make the booking, and you agree to the terms and conditions outlined below.

For Conference Centre use

Total Retreat Cost	£205		Date	
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DEPOSIT to confirm (Non-refundable) 25% of the total cost

Retreat not confirmed until deposit is paid.

Once a booking form has been agreed and returned by e mail to Cliff College all terms and conditions apply.

Cliff College Conference Centre | Terms and Conditions

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1. Charges, payments and cancellations:

- 1.1 A non-refundable deposit of 25% of is required to confirm the booking.
- 1.2 You will be charged the rates quoted for your accommodation and meals at Cliff College – details available from the College Reception.
- 1.3 No refunds can be made in respect of meals booked, but not taken, or accommodation vacated before the agreed departure date/time
- 1.4 The balance must be paid in full on, or by, the arrival date.
- 1.5 In the event of cancellation - More than 16 weeks before the booking date, loss of deposit only.
 - 16 - 9 weeks inclusive notice – 75% of the total value of the accommodation costs.
 - 8 weeks or less notice – 100% of the total value of the accommodation costs.

2. Security and damage:

- 2.1 Any motor vehicles, equipment or valuables, (for example cash, cheques, computers, AV equipment, etc.) are the responsibility of the owner and are not covered by Cliff College's insurance. Cliff College cannot accept responsibility for any personal items being lost, stolen or taken from a bedroom, whether locked or unlocked, general circulation area, meeting rooms, etc.
- 2.2 The organiser take responsibility for ensuring that the conference rooms are secured each evening and at the close of sessions by closing windows, turning off lights and locking doors (if appropriate).
- 2.3 Any loss or damage to Cliff College property caused by any member of the group will be charged.
- 2.4 For your safety and security, CCTV is in operation across the site 24 hours a day.

3. Health & safety, insurance & risk assessments:

- 3.1 Cliff / MCB / Reflect, will make appropriate arrangements for H/S & Risk Assessment
- 3.2 Cliff College does not permit the use of candles or any other source of naked flames on site.

4. Regulations:

- 4.1 To comply with food and drink regulations, only food and drink supplied by Cliff College may be consumed in Chadwick's Dining Room.
- 4.2 Cliff College does not allow on site smoking, vaping, consumption of alcohol or prohibited substances, gambling and no behaviour from guests that would be deemed to be disruptive to other residents. Due consideration to current legislation must be given.
- 4.3 Participants must ensure they are aware of the emergency evacuation procedure for all buildings used by delegates.



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5 General:

- 5.1 Cliff College has the right to alter or cancel any booking that it cannot keep for reasons beyond its control. If this happens, it will use all reasonable efforts to offer an alternative booking. In this case, Cliff College is not liable for any losses or damages arising directly or indirectly from such circumstances.
- 5.2 This contract shall be governed by the laws of England and Wales. No failure or delay by us in exercising any of our rights under this contract shall be deemed by a waiver of that right. The provisions of these terms and conditions are severable and distinct from one another, and, if at any time, any provision is, or becomes invalid, illegal or unenforceable, the validity, legality, or enforceability of the other provisions shall not in any way be affected or impaired.

February 2025

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