

Booking The Kosmon Sanctuary

If you are interested in booking The Sanctuary, we strongly recommend that you visit us first to reassure yourself that The Kosmon Sanctuary is the right place for you.

For further details, questions you may have, or to speak to the Booking Secretary, please use our website contact page, where you can email.

The premises and grounds of the Kosmon Sanctuary are strictly a no alcohol area. There is strictly no smoking on the premises or in the woodland area, as this poses a major fire risk.

Requesting a Booking

After your initial contact, if your interest is in leading a workshop, a course, or a class, or if you are a therapist, we will need brief details of your background, your contact details, and copies of your valid UK insurance, together with any relevant qualifications, before approving a booking.

The Trustees will be in touch with you once your application has been considered, after the next Trustee meeting. Meetings are held regularly.

Insurance

All therapists, practitioners and activity leaders must have full and adequate UK insurance to cover the work they are undertaking whilst at The Kosmon Sanctuary. All therapists and practitioners will need to provide copies of their UK qualifications and UK insurance certificates, which will be kept securely on file at the Kosmon Sanctuary.

Hire

The Kosmon Sanctuary has three rooms. These are the Sanctuary Main Hall, the Lounge (including the kitchen) and the Sanctum. In general, you have use of all three rooms.

The Sanctum is a quiet space for reflection and meditation and may be used as part of a spiritual workshop or activity. **Please make the trustees aware at the time of booking if you wish to make use of the Sanctum.**

Dates, Times & Cost

All dates and times need to be agreed in advance. The event time is important, as another booking may be scheduled for the same day. The facilitator may arrive **30 minutes** before the booking commences to set up, and **30 minutes** after the booking ends to clear. The premises must be vacated quietly by **6.30 pm**.

- **£50 - Morning Session:** 9.00 am until 1.00 pm
- **£50 - Afternoon Session:** 2.00 pm until 6.00 pm
- **£100 – All-day Session:** 9.00 am until 6.00 pm

Payments

Payments MUST NOT be made until your booking has been agreed. Please make cheques payable to **Kosmon Sanctuary Limited** and send them to our address, marked for the attention of the Booking Secretary. Please make sure you tell us what you are paying for, such as activities/events and the date(s) of the booking(s).

Terms & Conditions of Use

The Kosmon Sanctuary is a special, sacred place, and as such, we need to maintain its atmosphere to an appropriately high standard. We therefore ask that your activities within the Kosmon Sanctuary are appropriate to this sacred space.

Spiritual Ethics

The Trustees have the right to participate in any workshop, lecture, or course held at the Sanctuary to safeguard the energies and ensure that the procedures are in accordance with the Sanctuary's spiritual ethics and codes.

All exchange of monies for items for sale, such as books, crystals, etc., must take place in the reception area and not in the Sanctuary or the Sanctum.

On Entering & Exiting Walton Manor

There is a gate at the entrance to Walton Manor. The gate will open automatically for cars, and there is a pedestrian button. The gate will close automatically after entrance or exit.

Participants should be informed that Spinney Cottage is in the grounds of Walton Manor, at the end of the drive. Please make them aware that they should enter and exit the grounds quietly and with consideration for the residents living in Walton Manor.

Safety First

Please read the **Fire Safety** instructions (on the wall) to your participants before starting your session. The main **Fire Exit** is the front door. The assembly point is the front gate. Please make sure you know who is actually in the building.

There is a **First Aid Box** in the kitchen.

Trustee telephone numbers are listed in the entrance hall. On the day of your activity, please note where these are in case of an emergency.

If you have any urgent questions in the days leading up to your activity, please telephone the Booking Secretary.

Any damage needs to be reported to one of the Trustees immediately.

Building Security

When you are running your activity, please lock the lounge front door. Please DO NOT leave the keys in the lock as the trustees need access to the building at all times.

The Sanctuary & Sanctum

- Please remove shoes whenever possible before entering the Main Hall and the Sanctum.
- Coats and large bags should be left in the cloakroom.
- Please ensure all mobile phones are switched off or on silent mode while in the building.
- No food or drink is allowed in the Sanctuary Main Hall or Sanctum except for water.
- The sale of items, such as books, crystals, etc., must take place **only** in the lounge.
- Only tea lights in glass containers may be used, but never on the floor.
- Tea lights can **ONLY** be used in the Sanctuary Main Hall and Sanctum
- Do not leave tea lights burning unless attended.

- Full responsibility lies with the facilitator.
- If any furniture is moved, please ensure it is returned to its original location.
- Chairs need to be stacked neatly at the end of the Sanctuary Main Hall.

IF WAX IS SPILLED, PLEASE ENSURE IT IS CLEANED UP BEFORE YOU LEAVE.

There is an iron and brown paper available in the cloakroom for removing wax.

The Kitchen

- If used, the hot water urn should be turned off, unplugged and left to cool.
- If used, please ensure the kitchen is left clean and tidy, and that the fridge is clear of food.
- All crockery and glasses need to be washed, dried, and returned to the cupboards.
- We do not provide any refreshments other than tap water.
- All other refreshments need to be provided by the facilitator.
- **Please empty the bins and recycle as appropriate. Instructions are in the kitchen.**
- **Please ensure all lights are out.**
- **Please ensure all kettles and the hot water heater are turned off.**

Toilets

Please ensure that ONLY toilet tissue is placed in the toilets. All other used tissues and hand towels must be placed in the bin provided.

Parking Outside The Sanctuary

There is a small car park in front of The Sanctuary. There are TWO marked bays for the residents of the Sanctuary. Please DO NOT use these.

There is space in the car park ONLY for the facilitator and attendees who have physical limitations.

Please ask your attendees to use the parking on the road outside Walton Manor and to quietly enter, with consideration for the residents of Walton Manor.

On Leaving The Kosmon Sanctuary

- Please ensure the building is left clean and tidy, and that bins are emptied and rubbish is recycled appropriately.
- There are cleaning tools in the cupboard behind the front door.
- There are washing-up tools under the sink in the kitchen.
- **The heating thermostat in the Hall is to be turned down to 15 degrees.**
- **The electric fire in the lounge is to be turned off at the socket.**
- **All lighting and hot water switches must be turned off, and the windows and doors securely closed and locked.**

Consideration of Others

Please be mindful that the premises around the Kosmon Sanctuary are residential, and therefore, we ask that noise be kept to a minimum as you and your participants enter or leave the building and grounds.

Privacy Policy

The personal information entered on the Booking and Terms & Conditions Disclaimer form will be treated in strict confidence and will be kept in a secure place in accordance with the **General Data Protection Regulations 2018**.

Personal information may be shared with the Trustees of the Kosmon Sanctuary and, under certain circumstances, with our insurance underwriters.

Any financial information provided in transactions will be kept private and stored in a secure place, and will be shared only with the appropriate authorities at their request.

We require your name, address, telephone number, and email address to maintain contact with you. We only hold information for as long as legally required.

Disclaimer

Once you have booked, a copy of the full terms & conditions is available on the website to read, download and print. You may be given a paper copy by the Booking Secretary. Please keep a copy of the full terms & conditions for future reference.

If you agree to them, please print two copies of the Booking and Terms & Conditions Disclaimer form and enter your information and sign both copies. Please send both copies to the Kosmon Sanctuary at the address on the form, where one of the Trustees will sign and return one copy to you.

Bookings and Terms & Conditions Disclaimer

Disclaimer of Responsibility

Name:

Address:

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Home Tel: Mobile Tel:

Email:

I, **(please print)** agree to absolve the Kosmon Sanctuary Limited of all responsibility for any injurious or inappropriate treatment, counsel or instruction traceable to guidance given by myself or others under my direction, when at the premises of the Kosmon Sanctuary.

I affirm that my use of the Kosmon Sanctuary premises is solely in keeping with its sacred and peaceful atmosphere, and I accept full responsibility for the activity and for the safety of its participants.

I confirm that I have current and adequate UK insurance to cover the work I will be doing at the Kosmon Sanctuary premises.

Please notify us as soon as possible if any of the above information changes so we can remain in contact with you.

Signed: Date:

I, **(please print)**, have read the Booking and Terms & Conditions of Use. I accept them and agree to all of them. I will ensure they are implemented during the agreed time for my use of any Kosmon Sanctuary facility.

Signed: Date:

Trustee Signature: Date:

(on behalf of all the Trustees of the Kosmon Sanctuary Limited)