

# Summer Singing Retreat

NAME:	
ADDRESS:	
EMAIL:	
PHONE NUMBER:	

**IF YOU WISH TO SHARE A ROOM, PLEASE STATE THE NAME OF THE PERSON YOU WILL BE SHARING WITH.**

SHARING WITH:	
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**WE HAVE 8 DIFFERENT OPTIONS (LISTED BELOW, PRICE PER PERSON). AS THERE ARE LIMITED NUMBERS FOR EACH OPTION, PLEASE NUMBER THEM IN ORDER OF PREFERENCE (1 BEING YOUR FIRST CHOICE) AND MARK AN 'X' AGAINST ANY OPTION WHICH YOU WOULD NOT ACCEPT.**

1.	STUBTON HALL – Single occupancy (includes ALL meals)	£650	
2.	STUBTON HALL – Twin occupancy (includes ALL meals)	£550	
3.	STUBTON HALL – Double occupancy (includes ALL meals)	£500	
4.	LOCAL B&B - Single occupancy (includes breakfast at your B&B and Lunch at Stubton Hall)	£350	
5.	LOCAL B&B - Twin occupancy (includes breakfast at your B&B and Lunch at Stubton Hall)	£300	
6.	LOCAL B&B - Double occupancy (includes breakfast at your B&B and Lunch at Stubton Hall)	£300	
7.	SINGLE DAY (Lunch included) – Tuesday 21 <sup>st</sup> August	£55	
8.	SINGLE DAY (Lunch and dinner included) – Tuesday 21 <sup>st</sup> August	£80	
SPECIAL DIETARY REQUIREMENTS:			
SONG SUGGESTIONS:			

I understand that by signing this application form, I am committing to pay the whole amount for the event. No refunds will be offered if I have to withdraw from the event. I enclose a deposit of £50 (for options 1-6) or £10 (for options 7-8). Please make cheques payable to **TIMOTHY ALLEN MUSIC LTD.**

SIGNED.....DATE.....

# Instructions for completing the application form

## Allocation of places

Places will be allocated based on a first-come, first-served preference system. When your application is received, if there are places available for your first choice option, you will get your first choice. If there are no places available for your first choice option, we will check if there are places for your second choice option, and allocate these if available. We will continue down your list of preferences until we are able to allocate you a place. If we reach the end of your preferences and have not been able to allocate you a place, we will let you know as soon as possible. To secure the option you prefer, apply as early as you can!

### Example

This is what would happen if you marked option 2 (Stubton twin room) as your first choice, option 1 (Stubton single) as your second choice, and option 4 (B&B single) as your third choice – and marked an X against all other choices. If we had spaces available in a twin room at Stubton (and you'd named someone to share with who had also named you on their application form), you would get option 2, your first preference. If all the twin rooms at Stubton had already been allocated, we'd check if there were any single rooms at Stubton. If so, you'd get that – if not, we'd check if there were any single rooms in the local B&B. If one was available, you'd be allocated that room – if not, we'd contact you to let you know that none of your preferred options were available. You would not be allocated a double room at Stubton, a twin or double room at the local B&B, or the single day, as you'd put an X against these options.

## Timeline

We will continue accepting applications until 12 noon on Wednesday 30<sup>th</sup> November. We will not process any payments until after 30<sup>th</sup> November. We will contact you by 1<sup>st</sup> December to let you know which option you have been allocated, and what the total amount due will be (depending on the option you've been allocated).

In the unlikely event that we do not receive enough applications for the event to go ahead, we will let you know soon after 30<sup>th</sup> November and return your deposit.

## Sharing

If you have listed a double or twin room in any of your preferences, you must provide the name of a person you would share with if this option is allocated to you. We will only accept applications for shared rooms if we receive a matching application from the person you will be sharing with. We must receive one application form per person, not one per room.

## Double rooms

There are more double rooms available at Stubton Hall than any other option. These all feature king-size beds, and bolsters can be provided if people who are not couples decide to share a double room.

## Dietary requirements

We will endeavour to cater for any dietary requirements you specify on your form. Sample menus will be available on request.

## Keeping in touch

We'd like to keep in touch with you by email if possible – please let us have an up-to-date email address that you check regularly. If you need to contact us, please email [tim@timothyallenmusic.co.uk](mailto:tim@timothyallenmusic.co.uk), call 01226 712 173, or write to us at:

Timothy Allen Music Ltd  
15 Church Gate  
Brierley  
S Yorks  
S72 9JD

This is the address that your completed application form and deposit should be sent to.

## Payment schedule

Everybody has different needs when it comes to scheduling payments. Therefore, we've opted for a very open system of making payments. We need an initial deposit with your application form, but then you can pay us any amount towards the final balance at any time. You must pay the total amount due by 15<sup>th</sup> June 2012.