



## Event Policy

Potential facilitators are kindly asked to read through and agree to the following policy guidelines before submitting their event so it can be best accommodated and that both the centre and the facilitator are well informed of the needs of one another. Thank you for your cooperation and we look forward to your event.

### Venue

Our centre offers a variety of rooms for the facilitation of classes, workshops and treatments.

- The **Meditation Hall** has a wooden floor, AV equipment and a maximum capacity of 80 (conference style). It has 18 yoga mats, 10 yoga belts, 10 yoga blocks, 8 mediation chairs, pillows and blankets. Chairs/couches and stools line the perimeter of the Meditation Hall seating 29 yet this room is open in the middle. Please note: shoes must be removed before entering the Meditation Hall.
- The **Heart Room** is a carpeted cozy sitting room, providing an informal 'lounge' setting, AV equipment and a capacity of up to 12-15 people.
- The **Yellow Rose Room** is a carpeted cozy sitting room, providing an informal 'lounge' setting, AV equipment and a capacity of up to 6-8 people.
- The **Tea Room** is a comfortable area perfect for an informal meeting or lunch meeting for groups of 6-8 people.
- The **Conservatory** has a tiled floor, a lot of natural daylight and is suitable for art and craft activities. It one long dining table seating 12 people bistro style.
- Our **Treatment** rooms offer sinks, a massage table, a CD player, chairs, stools.
- Our **Consultation** rooms offers comfortable chairs, and a massage table.

### Overnight Guests

We accommodate up to 30 guests with 16 bedrooms, 3 treatment rooms. We request that your attendees book in with us for their overnight accommodations so that we can ensure their room, dietary requirements, and any specific details will be addressed appropriately. All guests are asked to book in online or over the phone.

**Please Note: To ensure the best stay for all of our guests, we ask that you ensure your registrants read our overnight guidelines so they understand and recognize our peaceful and introspective ethos of a wellness retreat.**



## **Attendance**

Creacon cannot guarantee that your class, workshop or retreat will be well attended. If you require a minimum attendance to be advertised, or a date by which attendees should make their bookings, please make this known to us via our application form or through your advertising information. We do not recommend hosting an event with less than 6 confirmed overnight guests/attendees.

## **Investments and Exchange**

- For single day short classes or meetings, we offer the Meditation Hall at a rate of €25 per hour and the other rooms for €15 per hour (Tea Room, Heart Room, Conservatory, treatment rooms).
- For multiday workshops in the Meditation Hall, our standard rate for 15 people or less is 30% of established exchange per day. For 15 or more people our standard exchange is €150 per day (limited to 40 people).
- For multiday workshops our standard rate for the Heart Room for 10 people or less is €50 per 7 hour day. For 10 people or more our standard rate is €70 per 7 hour day.
- The hosting teacher/facilitator may stay free for the term of the workshop/retreat if having booked more than 10 overnight guests for same time period.

## **Advertising**

Creacon will advertise your class, workshop or retreat, online and within the centre by listing your event on our website, newsletter and through social media such as Facebook and Twitter and local online calendars.

We can also send out one free courtesy text message to all our subscribers to announce your new event that you will be hosting with us, as appropriate. If you would like us to continue sending out our text message services for your class or workshop we will require €45 to cover expenses.

We recommend that you provide a flyer for your event and the centre will post this on our notice board. Please also include an image of yourself or at least one image to represent your class to include it for advertising.

## **Other Services**

Creacon offers many other services, which may be of interest to you and your clients. These may be at additional cost, and include refreshments, meals, therapies, services, treatments and accommodation.

Please contact us for current pricing and further information or review our website. All services must be pre-booked, one week prior to the start date of your event.



## Facilitator Responsibilities

### Required information

Please complete the attached application form and provide a suitable photograph for advertising purposes (see the Advertising section above). If there are any other details which are outstanding, please make note of these on your application form.

We request that you submit in advance your retreat itinerary so we can plan on what rooms you will be occupying on which days. This will ensure we accommodate your requests the best we can, targeting to make your event a success and your attendees happy while not disrupting normal business operations. If you are renting out Creacon Lodge in its entirety, we will ensure all areas are available for your exclusive use and any exceptions will be discussed with you.

### Legal requirements

Creacon requires that you have all public liability insurance, therapy insurance, and any other documentation that is required by Irish law for you to practice and/or teach the event that you are offering.

### Conduct

While in Creacon, and on our grounds, we kindly ask that facilitators respect the building, its furnishings and the serene and healing-focused environment that has been created here. Please assist the centre, and its staff, in maintaining a high standard of service, which benefits us all.

### Sale of products or services

If you intend to offer products, or other services, at your class, workshop or retreat, we require you to discuss this with the centre first. This will ensure that we are in cooperation, rather than competition.



**Application to Host an Event at Creacon Lodge**

Name:

Date:

Address:

Email address:

Telephone:

Mobile phone:  
Host:

Proposed dates of Event:

Requested Room to

Event:

Title and 100 word description of your class, workshop or retreat:

How many people have signed up for the class, workshop or retreat to date?

Equipment requirements (Please tick and explain specifics):

- Audio/visual \_\_\_\_\_
- Lighting \_\_\_\_\_
- Chairs and tables \_\_\_\_\_
- Drawing/clip boards \_\_\_\_\_

Set-up requirements:

Placement of chairs and tables:

Audio/visual set-up:

Anything else we need to be aware of:

Please sign that you understand and will oblige by this policy and our Guidelines:

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