

RESERVATION CONTRACT

The Seminar House DIE LICHTUNG will reserve the following seminar in year 20...:

Date of Seminar: Seminar Title

OrganisationWebsite

Contact Name Telephone No

Email Address

Start Time: End Time: Lunch: Yes / No

Will the Seminar be a closed group: Yes/ No How many people will attend the seminar

SEMINAR DEPOSIT

When booking a seminar a deposit of € 200, per seminar will be paid.

In case of cancellation, the Seminar Deposit is non-refundable to cover administration costs.

When the Seminar takes place, the deposit paid will be credited off the entire booking fee minus a € 50 administration fee.

Please Note - Reservations will be held for the maximum of two weeks.

During this period, should the Reservation Contract and /or the Seminar Deposit not be received, we reserve the right to release your selected date.

BOOKING TERMS

We require the following information *no later than 7 days* prior to the start of the Seminar

- I. A list of participants attending the programme, detailing their home addresses together with a copy of their ID or passport
- II. Any special dietary requests (e.g. vegetarian requirements).
- III. Preferred room layout - we will endeavour to meet your needs.

CANCELLATION TERMS

In the case of cancellation (*except during peak periods*) the following fees will be due

- I. **6 weeks prior to the commencement of the Seminar 25%,**
- II. **4 weeks prior to the commencement of the Seminar 50%**
- III. **Within 2 weeks of the commencement of the Seminar 100% (€450,- will be due).**

N.B. During the peak season (May - September) the cancellation will always be € 800,- irrespective of the date of cancellation notice period.

For further information, please see our website for the prices, dates, terms and conditions regarding the respective booking year (www.die-lichtung.at).

The Seminar Instructor is fully responsible for the content of the Seminar and liable for all fees including cancellation, any breakages or damage that may be incurred.

By signing, I confirm the above reservation and agree to the conditions of cancellation.

NAME (CAPITAL LETTERS) SIGNATURE

ADDRESS (CAPITAL LETTERS)

.....

.....

PLACE and DATE

Seminarhaus DIE LICHTUNG A-3532 Rastenberg Email: seminar@die-lichtung.at Fax: +43 (0) 2826/3126

Bank account: „Die Lichtung“: Sparkasse Rastendorf BLZ.: 20272 Kontonummer: 3901002950

IBAN: AT602027203901002950 BIC: SPZWAT21