

# *The Yorkshire Writing Retreat*

**With Matt Kendrick and Ruth Brandt**

## Terms and Conditions

### **General**

#### *1.1 Participant Conduct*

Over the course of their stay, all participants will be expected to behave with respect towards other guests, the retreat facilitators, and other people on site. Behaviour which constitutes harassment, bullying, discrimination (racial or otherwise) or abuse (sexual or otherwise) will not be tolerated. Such behaviour will result in the participant being asked to leave with no refund.

### **Accommodation**

#### *2.1 General treatment of facilities*

The accommodation should be treated with respect and left in the condition it was found.

#### *2.2 Smoking*

Smoking is strictly prohibited indoors. Smoking should only take place in designated areas and cigarette butts must be disposed of in the cigarette boxes provided.

#### *2.3 Outdoor shoes*

Outdoor shoes must be removed on entering both properties during wet weather and when otherwise dirty.

#### *2.4 Electrical sockets*

Don't overload sockets with multi-plug adapters.

#### *2.5 Personal belongings*

Don't leave your personal belongings lying around in common areas.

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### *2.6 Shared bathrooms*

Shared bathrooms should be left clean and tidy at all times.

### *2.7 Damage*

Spills and other mess should be dealt with immediately. Damage to the property, accidental or otherwise, should be reported to the retreat facilitators; any fees incurred as a result of this will be passed onto the participant in question.

### *2.8 Quiet areas / times*

To facilitate an atmosphere for writing, certain locations will be designated "quiet areas" at certain times of the day. Please be respectful of this. We also ask that all participants are quiet and considerate of other guests after 10 p.m. and before 8 a.m. especially around bedroom areas.

### *2.9 IT / internet*

The facilities are fully equipped with wi-fi and participants are welcome to bring laptops or other devices. However, while the retreat facilitators will do their best to help resolve any technological issues, they aren't experts and responsibility for resolving issues lies with participants.

## **Food and drink**

### *3.1 Storage*

Be respectful of other guests in how you store your personal food in kitchen areas and how much fridge / freezer / cupboard space you take up. Don't use the food / drink of other guests without permission.

### *3.2 Food preparation*

Feel free to use the kitchen facilities to prepare your food, but do so in a way that allows others to use the facilities at the same time, and clear up any mess.

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### *3.3 Food allergies*

Anyone with food allergies should make the retreat facilitators aware of this on booking. All participants should respect those with allergies and take great care with hygiene and cleanliness.

### *3.4 Sharing meals*

Participants are welcome to organise cooking between themselves and share responsibility for preparing food. However, it is up to the participants themselves to arrange this and to do so in a fair fashion. Be respectful of the fact that some participants might prefer to prepare their own food.

### *3.5 Alcohol*

Feel free to bring / purchase alcoholic beverages, but consume these in the general spirit of the occasion. Overly drunken behaviour on the retreat premises will not be tolerated.

## **Workshops, activities and retreat facilitators**

### *4.1 Schedule*

The schedule is provisional and will be adapted by the retreat facilitators as they see fit around the needs of the group.

### *4.2 Participation*

Participation in workshops and other activities is optional. If you choose to take part, do so in a way that embraces the spirit of the occasion. If you choose not to take part, make sure you don't disrupt the workshop or activity taking place.

### *4.3 Retreat facilitators*

The retreat facilitators are there to make sure you have an enjoyable and profitable stay. However, be aware that they also need down time during the week and are not available 24/7. Since Matt lives with a chronic health problem, his availability (and the schedule of activities) will be adapted around this.

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### *4.4 The sharing of work*

In feedback workshops, participants have equal lengths of time to share their work. If choosing to take part in this, please stick to the word count limits stipulated by the retreat facilitators to enable presentation and feedback within their time slot.

Where work includes characters, subjects, language or situations that might trigger or upset other attendees, please give a content warning or discuss the work with a retreat facilitator before presenting. Participants are welcome to leave the workshop for the duration of any presentation that might cause them distress.

Work that is in any way racist, sexist, homophobic, or ableist is not acceptable. In the event where such work is shared, the retreat facilitator will either decide to moderate future work shared by the participant in question or, in extreme cases, to ask the participant to leave the retreat.

### *4.5 Intellectual Property*

Work shared is the intellectual property of the participant. They retain all publication rights.

Any suggestion that a participant has copied or plagiarised the work of another participant will be pursued by the retreat facilitator and may result in repercussions in the wider writing community.

### *4.6 Feedback Policy*

As part of the feedback workshops, participants will have the opportunity to critique the work of other participants. All participants are encouraged to participate in this and to feel enfranchised to express their honest feedback. This should focus on helping the writer make the work the best it can be, regardless of genre or subject, and should include mention of what works as well as ways it might be improved.

Feedback that is deemed to be destructive will be moderated. Where there is malicious intent, the participant in question may, in extreme cases, be asked to leave the retreat.

### *4.7 Retreat Facilitator Feedback*

Work can be shared with retreat facilitators during one-to-one sessions. However, any reading of work will form part of the session rather than being done in advance. Retreat facilitators will also provide feedback during group feedback

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workshops. Where participants would like more detailed written feedback, they can request editing services from Matt at additional cost following the retreat.

### **Fees and refunds**

#### *5.1 Retreat Fee*

The fee for the retreat is non-negotiable. An initial deposit will be payable by the end of March, and the full balance will be payable by the end of June. Failure to pay on time will be taken as a withdrawal from the retreat and the place will be forfeited.

#### *5.2 Cancellation Policy*

Retreat participants have the legal right to a 14 calendar-day "cooling off" period following their initial payment for the retreat. During this time, they may request a full refund minus any associated transaction fees.

Following this 14-day period, participants may request to cancel their registration and in doing so request a refund on any money paid. However, a refund will only be issued where an alternative participant can be found in their place.

### **Complaints, liability and personal data**

#### *6.1 Complaints*

If a participant wishes to raise a complaint about the conduct of a fellow participant, they may do so to the retreat facilitators.

Complaints about the retreat itself should be directed to the retreat facilitators and will be dealt with in accordance with the terms and conditions set out in this document.

Participants who act outside the stipulations in these terms and conditions will be dealt with as outlined. However, the retreat facilitators aren't responsible for the behaviour of participants outside of the boundaries of the retreat itself.

#### *6.2 Liability*

The retreat facilitators will do all that is reasonably possible to deliver the retreat as advertised. However, circumstances beyond their control may mean that the retreat cannot be delivered. Examples of such circumstances include:

- illness or bereavement affecting the retreat facilitators

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- a cancellation from the retreat venue
- where the number of registered participants is too low for the retreat to be delivered in an appropriate fashion

### *6.3 Cancellation*

If the retreat is cancelled due to circumstances under the full control of the facilitators, a refund will be issued to all participants. However, if the cancellation is due to circumstances outside their control (e.g. an act of God), no refund will be given. In either case, no additional moneys will be paid out (e.g. to cover travel costs). Each individual should ensure they have insurance which covers them for these events.

### *6.4 Personal Data*

The retreat facilitators will hold your personal data (name and email address) for up to three months following the conclusion of the retreat. This data will only be used for the administration of the retreat and will not be shared with third parties.