

INFORMATION & AGREEMENT FOR FACILITATORS

INSURANCE: All facilitators using Sambogaya must be insured with public liability. Please contact us immediately if you are not insured. We suggest Towergate Professional Risks on 01438 735251.

OUR TEAM: Our team reside on the property & are here to support you. You will at times see us around. We'll be discreet with your retreat guests & will respect your privacy as much as possible.

TIMINGS: Unless arranged otherwise: facilitators can arrive anytime on the first day to prepare the space; participants can arrive from 3pm on the first day and must be off site by 5pm on the last day; check out of bedrooms must be by 1pm on the last day (packed bags can be left neatly in bedrooms but we'll need access in order to clean).

ORIENTATION: You & your group must attend an orientation circle from a member of our team before you begin your workshop. Please arrange this with us as soon as you arrive.

EQUIPMENT:

- In the cupboard under the stairs you will find ~ 14 yoga mats, 7 bolsters, 7 blocks, 14 blankets
 - In the store room (outside entrance to the right of the kitchen) you will find 40 backjacks, 25 chairs and 3 heavy pop up tables. You can set them up in the temple room any time you wish.
 - Temple Room wood burner & outdoor fire pit ~ you are welcome to use these but please leave us a donation if you use our firewood.
 - Our Temple Room has 4 integrated speakers & an amplifier ~ the on/off switch is at the back; toggle between sources by pressing on the volume dial. There is a lead with a mini jack connection and an iPhone adapter.
 - House slippers are available for use & are kept in the wooden shoe rack in the entrance hall.
 - Boiling water is from the thin tap by the sink (instead of a kettle). We provide teas, coffee & oat milk only.
 - Heating ~ feel free to adjust the temperature in your rooms by turning the radiator up or down. Turn left (anticlockwise) to increase temp. & turn right (clockwise) to decrease temp. If you need the heating adjusted please contact one of our team.
- ^a Spare toilet rolls are kept under the hand basins in the toilet room cupboards.

HOUSE RULES:

- Please ensure ALL of your group have read the 'Welcome to Sambogaya' sheet on display.
- No shoes upstairs. No candles in bedrooms. No food in bedrooms (teas are ok). No alcohol..
- No incense to be burned anywhere except the Temple Room. Note that the owner Francis has an allergy to Nag Champa so this must never be burned.
- Sleeping in vans outside is strictly prohibited. We suggest calling Paddington Farm on 01458 832752. It's a beautiful site close by that allows camper vans for a small fee. (May-October).

NOISE: This is a quiet & elderly residential neighbourhood & we ask you to respect our neighbours. Please keep absolute silence outside from 10.15pm & silence or whispers inside from 11pm.

SAFETY: Please take care on the outside wooden steps & decking as they can be very slippery.

IN CASE OF FIRE: Exit via the front door or the fire exit upstairs & gather on the grass outside.

LOST PROPERTY: Unfortunately we don't send items that are left behind so be sure to check you have everything when you leave. Please ensure you don't leave with any of our books.

CLEANING: We ask that you keep our sanctuary tidy during your stay & leave the whole house as clean as it was when you arrived!

"I have read the above and agree to the house rules. I have public liability insurance and agree to take full responsibility for the physical, emotional and psychological safety of all participants attending my workshop. Sambogaya and its owners cannot be held responsible nor liable for any issues or injuries concerning the facilitators or attendees of my workshop"

NAME:

SIGNATURE:

DATE: