

Policy for Hosting Classes & Events

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.

Mission Statement

Creacon Wellness Retreat is a serene destination for those looking to reflect, relax and rejuvenate. Our personal development therapies and services can help you to find harmony, clarity and support. In addition to tranquil accommodation, we offer a number of mindfulness classes, wellness treatments and services, and therapeutic nutritional programs to help you to feel your best whether mindful, productive or peaceful.

Venue

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

Room	Description	Group Size
Meditation Hall	A wooden floor, AV equipment. 18 yoga mats, 10 yoga belts, 10 yoga blocks, 8 mediation chairs, pillows and blankets. 29 chairs/couches and stools line the perimeter of the Meditation Hall, the floor is open in the middle. Please note: shoes must be removed before entering the Meditation Hall.	Fits up to 80 people 29 chairs/stools (with open seating on the floor)
Heart Room	A carpeted cozy sitting room, providing an informal 'lounge' setting, AV equipment.	Seats up to 12
Tea Room	A comfortable area perfect for an informal meeting or lunch meeting.	Seats up to to 7
Conservatory	A tiled floor, with a lot of natural daylight. Suitable for art and craft activities. It has two small square tables and one long wooden table.	Seats up to 12
Yellow Rose	An inviting lounge with a TV, two sofa's and a chair.	Seats 7, capacity of 10
Treatment Rooms	Daisy room is carpeted, has a plinth, a CD player, chairs. The Pine and Marigold have a wooden floor, a plinth, one chair, stool, sink and cd player	1:1 talk or treatment therapies
Fitness Studio	A treadmill, bike, multi gym, bar bells and exercise equipment.	



Overnight Guests

We request that all workshop attendees book in with us directly for their overnight accommodations, so we can ensure their room and dietary requests, along with any specific details are addressed appropriately. It also enables us to process all required deposits to reserve rooms for your guests.

Check in is at 3pm and check out at is 12pm. All guests are asked to book in through email at info@creaconwellnessretreat.com. A non-refundable accommodation deposit of 20% is required and must be paid upon booking. This payment can be paid on our website or over the phone.

We can accommodate up to 31 people in standard accommodations; this includes double beds or twin beds in most room. We have one triple room that has a double bed and single bed - this can be configured for three single beds.

The hosting teacher/facilitator may stay free for the term of the workshop/retreat if there are more than 10 overnight guests for same time period.

Environment

To ensure the best stay for all our guests, we ask that you ensure your attendees understand we offer a peaceful and introspective ethos of a wellness centre and not that of a hotel.

Attendance

Creacon Wellness Retreat cannot guarantee that your event will be well attended. If you require a minimum attendance to be marketed, or a date by which attendees should make their bookings, please make this known to us via our application form.

We do not recommend hosting an event with less than 5 confirmed overnight guests/attendees. Creacon reserves the right to amend the room allocation if required to suit all guests and facilitators present at Creacon at the discretion of management.

Room Rental Rates

Room	Duration	Rate	Group Size
Meditation Hall	Single day, short classes or meetings	€40 per hour	Up to 80 people
	Multi-day events	€250 per day (8 hours)	Up to 40 people
Tea Room, Heart Room, Conservatory, Yellow rose room	Single day, short classes or meetings	€25 per hour	6-15 people
Heart Room	Multi-day events	€120 per day (7 hours)	Up to 12 people
Yellow Rose	Multi-day events	€100 per day (7 hours)	Up to 8 people
Healing Rooms	Single day, short classes or meetings	€25 per hour	1:1 therapies

Event Marketing

Creacon Wellness Retreat will promote 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.

To help us market your event, please provide the follow assets:

- A printed flyer for our events table (optional, but recommended)
- 400 x 400 pixel image of yourself
- 1920 x 1080 pixel image for the Facebook event
- 1600 x 520 pixel image for the online event calendar
- 600x600 pixel image for the online store



Event Details Document

Please send us a word document (via email) with the details below. This information will be used online and should also be included on the printed flyer you provide.

- your name as you would like it listed online
- name of the event
- date/time/duration of the event
- location (room)
- price
- itinerary (times of your class and any breaks)
- a description that highlights the features and benefits of your event
- website
- social media handles (Facebook, YouTube, Vimeo, Twitter, Instagram)

Texts

We can send out one free text message to all our subscribers, announcing your event, as appropriate. If you would like more than one text message, a €45 payment can be.

Local Advertising

Here are the contacts details of our local newspapers if you wish to post an advertisement: **David Looby - d.looby@peoplenews.ie**

Food Is Medicine Philosophy

Our international trained Chef creates Mediterranean and Eastern inspired cuisine using Ayurvedic and herbal influences, to provide maximum functional benefit to the body. Our focus on healthy eating supports our commitment to wellness by restructuring the body so it functions as a healthy, integral system with vitality and longevity.

All details are taken care to ensure meals are presented in an aesthetically and tasteful combination. We can cater for most requirements, including vegan, gluten and dairy free. Please let us know 24 hours in advanced if special dietary requirements are needed or allergies exist.

Other Services

Creacon Wellness Retreat 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. Services must be pre-booked, at least one week prior to the start date of your event.



Facilitator Responsibilities

Required Information

Creacon Wellness Retreat requires to be provided with certain information, so that we may fully accommodate the needs of your event. This includes completing the attached application form, and providing 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 in a word document attached to email** correspondence 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 Wellness Retreat in its entirety, we will ensure all areas are available for your exclusive use and any exceptions will be discussed with you.

Deposit

Our standard deposit is 30% of your total investment and this is due two weeks before your event to ensure your event is most successful.

Legal requirements

Creacon Wellness Retreat 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 Wellness Retreat, 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

Name: _____ Date: _____
Address: _____ Mobile phone: _____
Email: _____ Telephone: _____

Event Attendance

How many people do you expect to attend your workshop? _____

Do you require a minimum number to run the workshop? If yes, how many? _____

Is there a cut-off date by which attendees should make their bookings? _____

Accommodation

How many people will require accommodations? _____

What is the layout of rooms you wish to reserve?

_____ Private

_____ Double or Twin

Equipment requirements

(Please provide as much details as possible)

- Meal Arrangements _____
- Audio/visual _____
- Lighting _____
- Chairs and tables _____
- Drawing/clip boards _____

Marketing & Promotions

Please tick if you agree

- Yes, I will email event details in separate document as noted above
- Yes, I will promote my own event online and social channels where applicable
- Yes, Creacon can use me as a reference online

Please sign and date, acknowledging that you understand and will oblige by this policy and our guidelines.

Signature: _____ Date: _____

Thank you! We look forward to hosting your event.