

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 Creacon 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

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

Room	Description	Group Size
Meditation Hall	A wooden floor, AV equipment: PA speaker & Microphone 20 yoga mats, 10 yoga belts, 14 yoga blocks, 16 bolsters, 18 pillows and blankets. 40 chairs line for theatre style.	Fits up to 40 people. 40 chairs. Up to 18 people for active yoga.
Heart Room	A carpeted cozy sitting room, providing an informal 'lounge' setting, AV equipment.	Seats up to 12
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 10
Yellow Rose	An inviting lounge with a TV, two sofa's and a chair.	Seats up to 6
Treatment Rooms	Daisy room is carpeted, has a plinth and chairs. The Pine and Marigold have a wooden floor, a plinth, one chair, stool & sink. Bluetooth speaker in each room.	1:1 talk or treatment therapies
Fitness Studio	A treadmill, bike, multi gym, bar bells and exercise equipment.	

Bedrooms

Creacon Wellness Retreat offers 16 deluxe bedrooms. All bedrooms are ensuite and media-free, but Wi-Fi is available.

Bedroom breakdown:

Type	Amount	Description
Double	7	One double bed. Suitable for single occupancy or a couple sharing a bed.
Twin	8	Two single beds but can be zipped into one king bed, perfect for people sharing a bedroom but require separate beds.
Triple	1	Three single beds but 2 of them can be zipped into one king bed.

Rates and Conditions

The rates quoted are **exclusive and confidential** to the Client and not transferable.

- Rates are provided to facilitators by Creacon based on individual needs and requirements.
- Bedroom rates are quoted based on peak/off peak dates, length of stay and group size.
- To qualify for a complimentary bedroom including full board for one facilitator for the duration of the retreat, 12 guests minimum is required.
- To secure your booking a 20% non-refundable deposit of your total estimated investment is required. This is due on the date that you would like to confirm your event and start advertising.
- Cancellation charges will not apply if the cancellation is made up to 8 weeks before the event is due to start, as long as cancellation or amendments are put in writing and given to Creacon Wellness Retreat direct or email.
- Full payment as agreed is due on the day of check in.
- All other charges become the responsibility of the client and must be settled on departure.
- Damages, liability for damage to the premises will be charged accordingly. The booker of any retreat/workshop/event is held responsible for any damage to the premises by a guest or any agent acting on its behalf. Creacon will not be responsible for damage or loss of any personal property and equipment left on premises prior to or following any event.
- If guests for Client’s retreat book directly with Creacon - the Client is responsible for their refund if the retreat is no longer available due to Client cancelling the retreat.
- If guests for Client’s retreat book directly with Creacon – Creacon’s cancellation policy applies to them. Creacon cannot be held responsible for any last-minute cancellations.
- Any reserved but unoccupied rooms will incur a 20% charge of their full cost.

Room Rental Rates:

All rates are negotiable depending on facilitator’s requirements and flexibility with their schedule.

Room	Duration	Rate	Group Size
Meditation Hall	Single day, short classes or meetings	€60 per hour	Up to 40 people
	Multi-day events	€200 per day (up to 8 hours)	Up to 40 people
Heart Room, Conservatory, Yellow Rose room	Single day, short classes or meetings	€25 per hour	6-15 people
	Multi-day events	€120 per day (7 hours)	Heart Room: <15 pax Conservatory: <10 pax Yellow Rose: <6 pax
Treatment/Healing Rooms	Single day, short classes or meetings	€20 per hour or €120 per day (7 hours)	1:1 therapies

Set up

An optional extras box has been provided at the end of this document where requirements can be requested.

- Creacon must approve all set up details prior to the event to make sure it is possible: food/beverages served/consumed in any of the rooms, loud music/noise, use of equipment, use of candles, moving furniture/equipment, other set up requirements.
- The Client is responsible for any damage to the walls, ceilings or floors caused by them or a third party employed by the client. The client must reimburse Creacon for any damage caused.
- The room used by the facilitator must be cleared up and left the way it was provided to them.
- No fire exits can be blocked.

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, treatments, classes, services and accommodation. Please contact us for current pricing and further information or review our website. Services must be pre-booked as soon as or at least one week prior to the start date of your event in order to avoid disappointment. All services are subject to availability.

Internet

Creacon provides Wi-Fi facilities for its guests. The hotel does not accept responsibility in the event that these facilities are unavailable to the guest for whatever reason. Should our network become infected due to any viruses we do not take responsibility for the lack of internet access available. It is the responsibility of the client to ensure that their PC, laptop, pdas etc are protected with anti-virus and firewalls.

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.

Food Is Medicine Philosophy

Our Head Chef and his team create a delicious & nutritious 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.

The full board 'Food is Medicine' program is a no-choice menu. We can cater for most requirements, including vegan, gluten and dairy free. **Please let us know in advance if special dietary requirements are needed or allergies exist for you or any attendees so our team can alter the dishes for those guests/attendees.**

Attendance

The facilitator is responsible for attendance of their retreat/workshop/event. Creacon Wellness Retreat cannot guarantee that your event will be well attended. Creacon will help you market the event if you wish but does not guarantee or take responsibility for sales.

Event Marketing

Creacon Wellness Retreat can help you promote your class, workshop or retreat, online by listing your event on our website, newsletter and through social media such as Facebook and Instagram if you wish.

To avail of the advertising option, please provide the following:

- A printed flyer for our events table (optional, but recommended)
- 600 x 600-pixel image of yourself (please choose an appropriate photo)
- An image/photo that will represent the event that you own or is free in the following dimensions:

1600 x 520-pixel image for the online event calendar

600 x 600 pixel image for the online store

This image needs to work as a square and a landscape form.

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
- price
- a description that highlights the features and benefits of your event
- itinerary (times of your class and any breaks)
- a short bio on the facilitator & photo
- website if you have one
- social media handles (Facebook, YouTube, Vimeo, Instagram)

Further Marketing

In some cases, we can also use our third-party partner Tripaneer.com to list your retreat. The commission is 14% on bookings that come in through this channel. Please let us know if you would like to opt in for this.



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:

- Check list, application form & optional extras – (last three pages of this document).
- Suitable photographs for advertising purposes (see the Marketing section above).
- **Event details in a word document – please see other events on our website for layout and format.**
- Correspondence so we can plan what rooms you will be occupying on which days. This will ensure we accommodate your requests the best we can, aiming to make your event a success and your attendees happy while not disrupting normal business operations.

Legal requirements

Creacon Wellness Retreat requires that you have and submit 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. Individuals whom are seeking to practice, provide services and/or teach in addition to the event, need to ensure they are legally allowed to work in this country otherwise it needs to be clarified before the booking is made with Creacon.

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.

Please make sure you have read and understood all mentioned in this Event Policy before you fill out the Application form.



Application to Host an Event

Name of the Event: _____

Name of Facilitator: _____

Date of Event: _____

Address: _____

Contact number: _____

Email: _____

Event Attendance

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

Do you have a maximum number to run the workshop? If yes, how many? _____

Please be advised that Creacon is not responsible for selling your retreat.

Accommodation

Total of bedrooms would you like to reserve? _____

Number by type of rooms you wish to reserve:

Single occupancy _____

Double _____

Twin _____

Documentation provided:

Public liability insurance: _____

Therapy insurance: _____

VAT or PRSA registration _____

Please sign and date.

Signature: _____

Date: _____

Check list to Host an Event

To make sure the needs of the facilitator are met by our team at Creacon and the appropriate procedures and house rules are followed by the facilitator while hosting at Creacon, we have included a check list below.

Booking Creacon as a destination for your retreat

Please tick if you agree.

- Yes, I have read and understand the Event Policy document.
- Yes, I understand that a non-refundable deposit is required to secure the dates for the event.
- Yes, I understand that the rates provided for accommodation and full board are confidential and per event basis and are also subject to change.
- Yes, I understand that other rooms aside from bedrooms that might be required need to be booked and additional costs will apply (Meditation Hall, Heart room, Treatment/consultation room, etc.).
- Yes, I agree that all activities on the schedule for the event need to be discussed with the Event manager in advance.
- Yes, I understand that all required equipment needs to be arranged with the Even manager in advance of each event.
- Yes, I understand that the meditation hall or other room(s) used for the event can only be used at the times agreed prior to the event. The set up has to be cleared so the room is available to be used by others outside of your hours of use.
- Yes, I understand that the meditation hall or any other room used needs to be respected and left in the way it was found.
- Any damage will incur an additional charge.
- Any cleanup costs will be applied.

Marketing & Promotions

Please tick if you agree.

- Yes, I will email event details in a separate document as required.
- Yes, I will promote my own event online and on social channels where applicable.
- Yes, I will contact the team with the guest list and their needs at least a week in advance of the event.
- Yes, I will update Creacon with my bookings so to avoid overbooking.
- Yes, Creacon can use me as a reference online.

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

Signature: _____ Date: _____

Optional Extras:

Please write YES or NO in the required box and more details where applicable.

Offer	Description	Price	Required?	Details
Marketing	Placing your event on our channels	Complimentary		
3rd party marketing	Placing your event on Tripaneer.com	14% of your charge		
Room Setup	If you require a particular set up for the room, e.g.: tables and chairs or other	Complimentary		
Audio/Visual	Lighting/TV/Speaker/Microphone	Complimentary		
Meal arrangements	If you require something other than the 'Food is Medicine' program.	Dependable on requirements		
Tea/Coffee station	Tea/coffee station with biscuits outside of the included mealtimes.	€30 for up to 20pax		
Water Station	Kangen water station.	Complimentary		
Tealights/Candles	If you would like to use candles, you can purchase them from Creacon.	€6 for 20 tealights		
Fire Pit	Fire pit outside with lighting materials.	€20		
Ceremony	Cacao ceremony or similar. Please be advised we only provide some equipment and space where we can but we do not provide the actual ceremonies.	n/a		
Clean up	Clear up of the room if you do not have time after your event	€15		
Creacon Class	Adding one of Creacon's classes to your schedule	€10 per person		
Other	If you require something that is not listed above	To be discussed		

Please sign and date.

Signature: _____ Date: _____

Thank you! We look forward to hosting your event.