

Leicestershire and Rutland Federation of Women's Institutes

Federation Denman Weekend 2020

Friday, 14 – Sunday, 16 August 2020

We are pleased to advise the courses that have been selected for the Federation visit next year.

An application form is attached and is available to download from our website. Application forms can be copied and distributed to members for them to apply as soon as they wish. **Applications will only be accepted using the application form received at WI House, Leicester.**

Non-members and WI members from other federations are welcome to apply for courses from 1 March 2020.

Course	Course Full Price	L&RFWI Members	Non Members
Course No:192.1843 Tutor: Elaine Whittaker Health & Wellbeing with Yoga, Qigong and Mindfulness: The overall theme is 'feeling fabulous'! Enjoy gentle Yoga, Qigong (similar to Tai Chi) and Mindfulness practices while standing, seated, kneeling or lying down. There will be workshops on healthy eating, stress management and pelvic floor strengthening.	£360	£340	£400
Course No. 192.1845 Tutor: Jo Sercombe Singing: Mamma Mia A fun group-singing workshop of all the songs from the hit musical. All levels of vocal experience are welcome, so you too can become a singing Super Trouper!	£360	£340	£400
Course No. 192.1846 Tutor: Peter Lawrence Royal Palaces along the Thames: An illustrated course highlighting the Royal influence on London and the River Thames from 11 th century to recent times. Includes a visit to Hampton Court and this excellent tutor's own experiences as a Royalty Protection Officer.	£430	£410	£470
Course No. 192.1847 Tutor: Lis Greensmith Mosaics: Let your creativity run wild A fun workshop practicing different cutting techniques to create a unique mosaic using the direct method of mosaicing. Using the huge variety of tiles and embellishments available, you will create a mosaic that will amaze you.	£360 (plus min. of £16 for materials, payable direct to tutor)	£340 (plus min. of £16 for materials, payable direct to tutor)	£400 (plus min. of £16 for materials, payable direct to tutor)
Course No. 192.1848 Tutor: Natalie Green Bumper Craft Takeaway: Try your hand at a medley of different craft projects with a contemporary twist. Make a number of lovely craft items to share with your WI, to decorate your home or to give as presents.	£360 (plus materials, payable direct to tutor)	£340 (plus materials, payable direct to tutor)	£400 (plus materials, payable direct to tutor)
Course No. 192.1849 Tutor: Peter Lien Cookery: World Street Food, Menu 1: Featuring delicious food served from stalls and carts around the world - take your tastebuds on a global cookery tour of Austria, Spain, Turkey, Mexico and Japan.	£430	£410	£470

What the Course Fee covers

The quoted course fee includes full board accommodation in an en-suite room and tuition. More detailed information about the relevant course will be available from WI House on receipt of your application form and **non-refundable** deposit of £50. **PLEASE NOTE: There is a surcharge for non-WI members of £40 in addition to the above full course fee.**

Applications

The number of places on each course is strictly limited and places will be allocated on a “first come, first served” basis, in the order in which fully completed applications (with the £50 non-refundable deposit) are received at WI House. **Provisional applications by phone or email will not be accepted.** Members will be asked to indicate a second choice of course, should their first choice no longer be available. Prompt application is therefore recommended.

Please note that courses may be cancelled if undersubscribed.

Accommodation at Denman

All rooms at Denman are now either en-suite or with private facilities. The majority of rooms are single, but there are a limited number of two-bed or three-bed rooms in the Main House, should members wish to share, by mutual agreement with a friend. **Please note that these rooms are on the first or second floors.** There is provision for such an arrangement to be mentioned on the application form.

There are two specially adapted rooms for physically disabled people; these rooms have a second bed to accommodate any accompanying carer required to provide assistance. If the accompanying carer is not participating in a course, their full board accommodation will be charged at a concessionary rate. We will do our best to meet particular accommodation requests, although this may not always be possible.

Transport to Denman

The Federation aims to organise a coach with a single pick-up point at WI House. The cost of a return journey will be £25. Places on the coach will be limited and will be allocated on a “first come, first served” basis. Alternatively, you can make your own way to Denman by car or train. A pick-up by taxi from Oxford or Didcot trains stations can be arranged by Denman free of charge.

Leicestershire and Rutland Federation

Denman Application Form Friday, 14 – Sunday, 16 August 2020

Personal Information (please use block letters)		
Name		
Address		
Postcode		
Telephone No. Mobile No.	Email:	
<input type="checkbox"/> Please tick this box if you would like to be added to the Denman mailing list to receive discounts, promotions and information on forthcoming courses and events.		
WI Full Member Yes <input type="checkbox"/>	WI Associate Member Yes <input type="checkbox"/>	Non Member Yes <input type="checkbox"/>
Please name the WI of which you are a member:	Have you previously attended Denman? Yes <input type="checkbox"/> No <input type="checkbox"/>	
This visit is open to members and, if undersubscribed, also to associate members and non-members. NB: Non-members carry a surcharge of £20 per night.		

Chosen Course Details			
Every effort will be made to ensure your first choice of course, however occasionally due to course limitations this is not always possible, so we ask that an alternative choice of course is listed below.			
	Course No.	Course Title	Course Allocated (Completion by Denman Ambassador)
1st Choice			
2nd Choice			

Additional Information			
Room Preference (please note that preference cannot be guaranteed)	Single <input type="checkbox"/>	Shared <input type="checkbox"/>	Disabled Room <input type="checkbox"/>
Name/s of sharing partner/s	1. 2. 3.		
NB: Guests of all ages are welcome, however in line with Denman's policy children under the age of 18 must be accompanied by a parent/guardian at all times.			

Dietary and Accommodation Requirements	
Please give ALL information relevant to help us to accommodate your needs	
Special dietary / accommodation requirements	
Can you walk unaided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you climb stairs to other floors?	Yes <input type="checkbox"/> No <input type="checkbox"/> (We do NOT have a lift)
Do you need a walk-in shower?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Disability/Mobility

Please note that in cases where students cannot look after themselves, we ask that they are accompanied at all times by a carer. We are not able to provide care or nursing assistance. The carer attends Denman at a reduced rate, if not on a course. Please contact your Denman Ambassador or Denman for the cost.

Will you be accompanied by a carer? Yes No

Emergency Contact Details			
Please give details of someone who may be contacted in the event of an emergency			
Name		Telephone Number	
Address			

Cancellations	
<p>Please be advised that Denman operates a cancellation policy which is attached. It is strongly recommended that you take out insurance cover.</p> <p>Denman Cancellation Policy Deposits are non-refundable From six weeks before start date – forfeit 100%</p>	
Signed	Date

Please indicate if you will be travelling by Federation Coach (pickup from WI House only, an additional charge of £25.00) or by car/train.

Federation Coach £ 25.00 **Car** **Train**

Please send your completed application form, by post/hand, with £50 non-refundable deposit payable to 'L&RFWI' to WI House, 135 Loughborough Road, Leicester LE4 5LQ by Monday, 17 February 2020. An invoice for the balance will be sent in May 2020.

Please copy this form for your records.

For Office Use by Federation			
Deposit paid		Balance paid	
Room allocated		Course allocated	
Special requests		Additional notes	

Cancellation Policy

RESIDENTIAL COURSES AND EVENTS

Deposit

A £50 deposit is required to make a booking. Deposits are non-refundable. A place on a course cannot be guaranteed until the deposit has been received. The balance of fees is payable eight weeks before the course starts.

Deposits and full fees can be transferred to another person to attend the same course.

Deposits and full fees cannot be transferred between courses.

No reductions or refunds are available to students arriving late or leaving early.

Cancellation Charges

Additional cancellation charges will be made as follows:

From six weeks before start date – forfeit 100%

The full fee paid will be refunded if it is necessary for Denman to cancel a course.

Change of Content, Tutor or Price

We make every effort to run courses as advertised. However, there may be occasions when we have to change course content, prices and/or tutors. Denman reserves the right to make these changes. In such instances, no reductions or refunds are available and the normal Cancellation Policy applies.

Where a course or event was advertised at a higher price and has subsequently been reduced, Denman will refund the difference. Where the course price was advertised at a lower price and has subsequently been increased, Denman will honour the lower price until the date the error was realised. After this date, customers will be required to pay the correct, increased price.

Bursaries

If a Federation or WI bursary holder cancels her booking up to six weeks before the course start date, the bursary can be transferred to another course or member. Where part of the course was funded by the member, this money will be refunded.

After the six week point, no transfers of the bursary element between courses will be permitted and the above cancellation charges will be applied to any part funded element. However, the booking can be transferred to another member.

For Federation or WI bursary cancellations, written confirmation must be provided by the Federation or WI concerned.

DAY SCHOOLS, MORNING/EVENING CLASSES, NON-RESIDENTIAL EVENTS AND B&B BOOKINGS BY INDIVIDUALS

The full cost must be paid on booking. A £20 administration charge is non-refundable. Thereafter the above cancellation policy applies.

Denman on Tour courses

A non-refundable deposit of £250 will be taken for this course. The full amount will be due 3 months before the departure date. After payment, the full amount will be forfeit upon cancellation. The full fee will be refunded if it is necessary for Denman to cancel this course.

Insurance

We strongly advise insuring against cancellation.

You can't be sure that you will not have to cancel your booking due to unforeseen circumstances, but Denman is a business and, as such, we keep strictly to our Cancellation Policy. Therefore, we strongly advise that you take out cancellation insurance.

There are companies who offer this kind of service. It is also advisable to check your own insurance policy to see whether you are already insured.

Seven Day Cooling Off Period

For bookings by individuals a seven-day cooling off period applies. If you cancel your booking within the 'cooling off period' you will be entitled to a full refund (including your deposit), pursuant to the Consumer Protection Regulations.

For bookings made by telephone or via our website, the first of these seven days is the day on which the booking is made. For bookings made by post, the cooling off period begins two days after you send your application form to Denman.

If you make a booking on a date which is less than seven working days before the start date of the course or event in question, you agree that services can be provided before the end of the cooling off period and that your right to cancel will cease upon the commencement of the course or event.

Denman must receive notification of your wish to cancel within the cooling off period in writing, either by post, by hand or by email.

Medical Conditions

We ask our guests to advise us of any medical condition or disability that prevents their full participation in a course, so we can offer as much assistance as possible. However, if a carer is needed for everyday activities, or to take part in a course, you will need to arrange this yourself. We are unable to offer this type of care, although we do offer reduced accommodation rates for carers. Some courses are not suitable for those with limited mobility and, while we do our best to make sure as many courses as possible are accessible for everyone, some involve activities that require strength and a high degree of mobility.

Refusal of Booking Whilst at Denman

Denman reserves the unconditional right to refuse a booking or to debar a person from a course in the event of conduct which in our opinion is likely to cause distress, damage or annoyance to guests, employees, property or to any third party. Cancellation charges of 100% would apply in these circumstances.