

KINGSTON, RICHMOND & TWICKENHAM MINDFULNESS MEDITATION GROUPS

DAYS OF MINDFULNESS

BOOKINGS AND PAYMENT TERMS AND CONDITIONS

Bookings and Payments

- You can book for the mindfulness day using the booking form which can be filled in and sent by postal mail with accompanying cheque payment or directly online without completing the form
- If you have reserved a place and no accompanying payment is received within 48 hours, your place will be released
- Your place for the day will be confirmed on receipt of payment. Please do not arrive on the day unless you have received confirmation of the place.
- **Waiting List :**
 - If you have paid by cheque and been informed you are on a waiting list please note that your cheque will be destroyed after the event. Please provide a self-addressed and stamped envelope if you require your cheque to be returned.
If you are on a waiting list and a place becomes available, your place will be confirmed on payment
- The following options are the accepted payment methods prior to the day
 - **Cheque by postal mail:**
 - Make cheque payable to RMMG
 - Mail to Reheena Harilall, 9 St James's Cottages, Richmond, TW9 1SL
 - If you require written confirmation please attach a self-addressed and stamped envelope
 - **OnlineDebit or credit card online :**
 - Please use the link on brown paper ticket to make your payment
 - **Payment on the day:**
 - We are unable to hold or reserve a place to receive payment on the day as we have limited space and long waiting lists
 - Payment on the day may only be accepted if you have accepted a cancelled place the night before the event. In this case payment is accepted as cash or cheques only.

Coming without booking

- Please do not come on the day if you have not booked or received confirmation that a place is reserved for you - you may be turned away as our events are usually oversubscribed
- Our booking status is reflected on the website

Our pricing/costs

- **Standard rate:** please pay this if you can. This is the rate to cover our event costs (room and any teacher travel expenses)
- **Concession rate:** available to anyone who is a full-time student, unemployed, or has an income too low to pay our normal prices. We work on trust and do not require any evidence
- **Sponsor Rate:** This rate covers the standard rate and contributes to the costs of those who take up concession rates or cannot afford to pay at all
- **If you cannot afford the supported rate** please email Reheena (reheena@evolve-ltd.com)

- The money you pay does not include the voluntary dana/payment contribution for teachers. Teachers ask for no payment from us and the money you offer to them on the day contributes to their livelihood in return for their teaching which is freely given.

Refunds and cancellations

- If you have paid by cheque and not received a confirmation of place then your cheque will be destroyed unless you have provided a self-addressed and stamped envelope for its return.
- If for any reason you cannot attend, please advise us at least 7 days before the event to get a full refund and also enable others on the waiting list to attend.
- In exceptional cases we may offer refunds less than 7 days prior to the event but no less than 24 hours prior to the event
- Please note that we cannot transfer your booking to a different event.