

Great Tree Registration for Sesshins, Retreats, and Workshops

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To reserve your space for any event at Great Tree you must submit this registration form along with your payment or register online through the Great Tree website. All fees for Great Tree events cover meals and housing only. Workshop and retreat facilitators and teachers at Great Tree do not receive payment but provide their services on a donation basis. Participants are strongly encouraged to give a donation to their workshop leaders.

Make checks payable to Great Tree Zen Temple, 679 Lower Flat Creek Rd, Alexander, NC 28701 and send to the attention of the Registrar. If the event fills, we will add you to a waiting list (this is rare) and notify you if a place opens up. Late registration is often possible as late as 3 days prior to the event. Please contact Great Tree to inquire whether a space is available.

Cancellations: You may cancel your booking online, by email, or written notice up to 14 days prior to the start of the event for a full refund less the \$35.00 non-refundable registration fee. Please see pg. 2 of this form for further information about our registration policy.

Please complete the information below and attach your payment. If you have any questions regarding your registration contact Great Tree at registrar@greattreetemple.org or call 828-645-2085.

Name(s) _____

Address: _____

Phone(s) _____ Email: _____

Event : _____

Dates you plan to attend: _____

Amount Due: _____ Amount Enclosed: _____

Do you have any dietary restrictions or allergies? Please specify: _____

Office Use Only

PIF

Bal Due

Rm Assign

REGISTRATION PROCEDURES

Online and mail-in registration for a given event will open 90 days prior to the start date of that event. If you send your registration and/or payment before the start of the registration period for that event, the registration and payment will be returned to you and you will be asked to resend at the appropriate time.

Non-Refundable Registration Fee: A \$35.00 non-refundable registration fee will apply to all events with fees greater than \$100.00. A \$10.00 non-refundable fee applies for events \$100 or less where applied.

Online registration ends 14 days prior to the event. However, if there is still space, you may still be able to register by mail or by phone. Call 828-645-2085 or contact us by email at registrar@greattretemple.org.

RSVP or By Donation: You may register for events listed as RSVP or by Suggested Donation without making a payment. Your donation of any amount can be paid at the event. If the donation is paid online and you decide to cancel your donation will be returned only if requested.

Cancellation policy: You may cancel up to 14 days prior to the event for a refund of the fee less the \$35.00 registration fee. After the 14-day deadline all fees are non-refundable. For workshops/events under \$100 you may cancel up to 24 hours prior to the event for a refund of the fee less the \$10 registration if applied.

Waiting list: the waiting list will remain open at least 7-days prior to the event. You can add yourself to the waiting list through the booking service or by calling Great Tree directly. Those on the waiting list will be contacted by email or phone if space becomes available.

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