

**APPLICATION FORM FOR  
GROUP RETREATS & GROUP DAY OF RECOLLECTION**

*(Please type and submit this form to our office)*

Name of Group: \_\_\_\_\_

Parish: \_\_\_\_\_ Religious Denomination: \_\_\_\_\_

REQUEST FOR  Group Retreat  Day of Recollection (DOR) for \_\_\_\_\_ persons.

Request for Facilitator from Kingsmead Centre.

Name/s \_\_\_\_\_

We are open to any available Facilitator from Kingsmead Centre.

We are accompanied by our own Facilitator/Spiritual Director\*.

Name of accompanying Facilitator/Spiritual Director\* \_\_\_\_\_

*\* Please note that the above person has to be approved by the Director/Programme Coordinator of Kingsmead Centre.*

Date: from \_\_\_\_\_ Check in time \_\_\_\_\_ to \_\_\_\_\_ Check out time \_\_\_\_\_

Please tell us briefly what your group is looking for (include the theme for retreat/DOR if there is one):

Contact Person #1: \_\_\_\_\_ Mobile \_\_\_\_\_

Home \_\_\_\_\_ Office \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_ Mobile \_\_\_\_\_

Home \_\_\_\_\_ Office \_\_\_\_\_ Ext \_\_\_\_\_

Email: \_\_\_\_\_

**For Stay-in Retreat only**

No of Female Retreatants _____	<u>Type and No of Rooms</u> Aircon _____ Non-Aircon _____	No of Male Retreatants _____	<u>Type and No of Rooms</u> Aircon _____ Non-Aircon _____
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*\*If you already have the names of retreatants, please attach it with this Application Form. List should contain Names, Sex and Type of Room required. Alternatively, please email the list to the Office [cisc2664@gmail.com](mailto:cisc2664@gmail.com) as soon as it is available.*

Does any group member have any serious dietary requirements?  Yes  No

If YES, please let us have details below:

**Note:** The Centre does not have an in-house cook. We will try to cater to your preference as much as possible.

Other Remarks:

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**Notes:**

1. Request for Group retreats and DOR should be made at least 30 days in advance. Please ensure that you get a confirmation from either our Office or the Facilitator before your Group makes firm plans for the Retreat/DOR.
2. All rooms at Kingsmead Centre are single-bedded.
3. Room rates (including meals) are as follows:  
     Aircon (\$80 per day)              Non-Aircon (\$60 per day)
4. Aside from room rates, there may be other costs involved (such as stipend for Facilitator and/or Spiritual Director). After submission of this Application Form, the Office or the Facilitator will get in touch with you to discuss this.
5. Cheque should be made out to **JESUIT SPIRITUALITY CENTRE.**