

High Country Writers Retreat 2021

Terms and Conditions

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INTRODUCTION

The [High Country Writers Retreat](#) is a partner of the strategic alliance between the [High Country Writers Festival](#) and [Waterloo Station](#). The Retreat is held annually at Waterloo Station in the Matheson Valley of New South Wales' New England region. The event was co-founded in 2019 by [Virginia Eddy](#) and [Michael Burge](#), who continue as Retreat and Festival Director respectively, in collaboration with Deborah Anderson, Accommodation Director for Waterloo Station.

The Writers Retreat is designed for writers, at any stage of their writing development, to provide a brief but dedicated writing and authorial experience in the company of other writers and published authors. It offers a 'boutique' retreat where the program is developed to cater specifically to each writer's most immediate want or need.

WATERLOO STATION

The High Country Writers Retreat is held annually at Waterloo Station in the Matheson Valley, New England, NSW. As a Retreat guest, you will also be a guest at Waterloo Station, the working rural property. In making this booking you *commit to comply with requests and instructions* regarding:

- the safety of other people, you, and the Station's livestock
- health and safety requirements, specifically compliances to meet COVID standards
- the use of fixed assets including gates, fences, buildings, gardens, plant, and equipment
- the right to privacy of the Station's residents, specifically in and around the homestead
- the right to privacy of other guests

CLIMATE AND RURAL CONDITIONS

- Retreat participants (and partners if applicable) are warned to pack for variable climatic conditions, from hot and dry to cold and wet and glorious moments in between.
- Suitable attire for walking, almost everywhere, on the property is essential, including robust walking shoes or boots, socks, long pants and hats.
- Participants will be requested to restrict wearing sandals or light shoes to the accommodation buildings only.

THE HIGH COUNTRY WRITERS RETREAT (HCWR) AT WATERLOO STATION IN 2021 OFFERS:

- on-site hosting mentoring and program facilitation by [Virginia Eddy](#) in collaboration with [Michael Burge](#) from the [High Country Writers Festival](#) and Deborah Anderson from [Waterloo Station](#)
- a **four-day live-in retreat** (with one half-day at either end of the three full days, between the afternoon check-in on Thursday 14th October and noon check-out on Monday 18th October),
- a small group retreat that allows for a **maximum of twelve (12) writer-retreaters** (plus partners if desired) and a **minimum of six (6) writer-retreaters**,
- a first in the form of a '**boutique writers retreat**' where the program will be **tailored to each Retreaters' wants and goals** from the Retreat (more under **HCW Retreat Program** below)
- a **collaborative** experience that is sensitive to each Retreaters' goals and character
- an opportunity for a **brief but immersive escape from your daily routines and demands** to indulge, explore, investigate, dedicate, collaborate, network, and whatever other terms you nominate, in the company of like-minded writers at any stage of their writing life
- a genuine and determined goal to meet each Retreaters' **goals from the Retreat**, provided they are realistically within the scope and limitations of the Retreat

Further, the High Country Writers Retreat offers Retreat participants access to panel sessions with traditionally and independently published authors at:

- the exclusive dinner for Retreaters and guest Authors at Waterloo Station's homestead
- panel sessions and moderated Q&A sessions at the **Festival** events at The Makers Shed
- the panel session and moderated Q&A at the **Billy Tea & Damper at Waterloo Station's**

THE HCWR DOES NOT PROVIDE INCLUDE OR OFFER:

- a manuscript completion service
- part manuscript appraisal services
- a one-size-fits-all workshop, training, masterclass, lecture, seminar, or conference experience
- legal, intellectual property or financial expertise or advice
- a promise or guarantee to solve problems or blockages that rely on another party to solve

HCWR TIMELINE

The HCWR 2021 *schedule* in terms of times will be pre-set and followed. The nature of the *tailored* approach to the HCWR 2021 *program* means that it is neither possible nor appropriate to offer a detailed *final program* prior to the Retreat.

The purpose of the tailored approach is to respond to and offer, where viable, the experience each Retreaters has identified as his or her most immediate want(s) or need(s). To achieve this, we offer the following approach to develop your personalised program.

Booking enquiry

- Does not constitute or imply that a booking has been or is confirmed.

Booking confirmation

- Applies when a High Country Writers Retreat booking has been paid for in full and equal to the amount of the chosen package.

Post booking request

- Virginia Eddy will email you within seven (7) days after a booking has been **fully paid and confirmed**, to arrange an initial contact meeting by phone or online as soon as possible

- the purpose of the initial contact will be to obtain background information on what you hope to achieve from the Retreat
- once the preliminary meeting has been arranged, you will receive confirmation of the appointment date and time, including a guide-list of reasons and goals other writer-retreaters might want to obtain from the retreat
- you *might* continue to consult with or communicate with Virginia Eddy to refine or develop your goals until the Retreat, with an approximate maximum of one (1) cumulative hour, including the initial contact period

Within four (4) days prior to the Retreat

- Virginia Eddy will request confirmation of your Retreat priorities, via email or phone
- In confirming your goals just prior the Retreat will not negate the flexible aims of the Retreat's delivery and will therefore not preclude you from adapting or changing your goals at and during the Retreat itself
- examples of situations that might inspire a change of goals will be discussed with you during the initial and any subsequent contact discussions
- the ability to accommodate changes will depend on the scope and limitation within the time

Welcome to the Retreat

- Virginia Eddy will greet and welcome you on arrival at the Shearers Lodge from 2.00 pm on Thursday, 14th October
- health and safety practices will be implemented in accordance with COVID regulations and restrictions
- the goal will be to hold an introduction and orientation to Waterloo Station and the High Country Writers Retreat and Festival *once all Retreaters* (and partners if applicable) have checked and settled-in
- we acknowledge that travel plans can be thwarted, however, we will encourage all Retreaters to have checked-in before 5.00 pm to enable a seamless once-only Retreat welcome with drinks and canapes during which an orientation to the Retreat's Program will be outlined
- Retreat partners Michael Burge and Deborah Anderson will join the gathering

THE PROGRAM

- the 'final draft' Retreat Program will be emailed to each Retreater no later than 24 hours prior to the Retreat event
- that means the flexible and tailored nature of the Program's final draft may be subject to minor adjustments, given the inevitability of an evolutionary environment in bringing creative writers together who are intent on sharing and hearing about the experiences of others and on exploring new ideas and concepts
- the previous points are not a suggestion that the Retreat will deviate from the scheduled times, i.e. to respect the relevant crews, meals will be at the times as scheduled, , departure for the High Country Writers Festival will be no later than the time scheduled
- please note that the Program is designed to offer the maximum benefit in the short timeframe and to that end will run right through to noon on Monday, 18th October

CATERING SERVICES

- catering services for the HCWR and High Country Writers Festival (HCWF) events will be provided by the team from [Our Place](#), based in Tenterfield
- the Retreat package includes four (4) dinners in different Station locations, four (4) breakfasts, three (3) lunches, and three (3) morning and afternoon teas
- lunch and light refreshments at the *High Country Writers Festival* events are exclusive of the Retreat package but will be on offer from *Our Place* at The Makers Shed in Glen Innes.

TRANSACTIONS - THE BUSINESS END

- 1) **Requests:** to book or expressions of interest for information will not constitute or imply a confirmed booking.
 - 2) **Booking:** in completing your booking for the High Country Writers Retreat, you will be deemed to have read and understood the Terms and Conditions outline herein.
 - 3) **Booking receipt:** A receipt for full payment will be attached to the confirmation email (previous point) forwarded to your email address.
 - 4) **Confirmation of booking:** Bookings are confirmed only upon final full payment, after which a confirmation email will be forwarded to your email address.
 - 5) **Deposit:**
 - a) A **non-refundable deposit of 25%** of your chosen package will be accepted for bookings made **prior to Wednesday 1st of September.**
 - b) If full payment has not been received by the 1st of September, a reminder notice will be emailed, requesting final and full payment before close of business **Wednesday 15th September.**
 - c) If **full payment is not received by the 15th of September**, the booking will be forfeited, in which case all deposited payments will **not be refundable.**
 - d) **Deposit receipts:** when applicable, receipts for deposits payment will be issued, by email, but will not and cannot be regarded as a confirmed booking.
 - e) As deposits for bookings made **after the 15th September will not apply**, payment must be made in full at the time of booking.
 - 6) **Transferability:** Bookings paid in full or in part and still valid (see point 5c above) **may be** transferred to a third party who must in turn meet full payment requirements.
 - 7) **Cancellation:** We understand that *extenuating circumstances* sometimes occur, and to find a reasonable solution in these genuine situations, we offer the **option to transfer a booking to another writer.** In such a situation, we ask you to consider that this is an exclusive retreat for writers and guest authors.
 - 8) **Material changes to booking:** Simple advice that a booking is to be cancelled without genuine and unforeseen reason or merely for change of mind, will be considered hostile to the goodwill we endeavour to extend in genuine situations. Intentions to cancel must be directed to Virginia Eddy (0412 708 315) to discuss satisfactory solutions for all parties concerned.
 - 9) **Refunds for cancellations by the guest:** Refunds for the remaining 75%, or part thereof received, for a package will be by negotiation directly with Virginia Eddy.
 - 10) **Refunds for cancellations by the High Country Writers Retreat and Festival partners:** In the event of unforeseen circumstances necessitating a cancellation of the writers events, such as government health regulations due to COVID or natural disaster, a full refund will be provided via online transfer as soon as it is practicable.
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