



APPLICATION FOR PERSONAL SADHANA RETREAT AT HIMALAYAN INSTITUTE INDIA, KHAJURAHO

The Sadhana Retreat ("Retreat") includes the opportunity for continuing spiritual practice at Himalayan Institute India at Khajuraho ("HII Khajuraho") and the Sri Vidya Shrine between October 1 and March 31. Your Retreat is by advance application and prior approval by Himalayan Institute USA ("Retreat Organizer").

The Retreat is self-guided with emphasis on spiritual practice with time for study, reading, journaling, walks in nature, and contemplation. In special circumstances, an extension of the Retreat may be requested, and is contingent upon space availability and prior approval. Advance payment is required for extension of the Retreat at prevailing rates in effect at that time.

The rate for the Retreat is per person and includes accommodations, vegetarian meals (breakfast, lunch, supper) at HII Khajuraho, and transfer to/from the airport or train station in Khajuraho. A minimum 1 week (7 nights) stay is required.

Application for a Retreat does not ensure participation. The Terms and Conditions as outlined below are made a part of this application. Cancellation fees apply as outlined in the Terms and Conditions below.

Name: _____

Date of Birth: _____

Gender: _____

Occupation: _____

Email: _____

Address: _____

Mobile Number: _____

Day Phone Number: _____

Home Phone Number: _____

Length of stay requested (check one): 1 week 2 weeks 3 weeks 4 weeks

Dates requested: _____

Room Request (check one):

Single (1 person): \$525 per week

Double (2 people)*: \$412 per week per person

1 Bedroom Suite (up to 2 people): \$1000 per week

2 Bedroom Suite (up to 4 people): \$2000 per week

**You must be accompanied by another person in order to book a double room*

Travelling with (separate application required): _____

Please answer a few questions so that we may know more about you:

What is your objective or goal for a Retreat in India? _____

Have you studied yoga or meditation? Yes No If yes, to what extent? _____

Mantra Initiation in the Himalayan Tradition? Yes No By Whom? _____

When? _____

Have you applied for a Retreat at HII Khajuraho in the past*? Yes No If yes, when and what was the length of your stay? _____ If no, have you visited India before? Yes No

If you have any physical or medical restrictions that would affect your stay during this Retreat, please specify.*

Please read the **Sadhana Retreat Terms and Conditions** section in its entirety, paying specific attention to the sections regarding the **Cancellation Policy, Off-Campus Activities, Dress and Conduct, Emotional Relationships and Quiet Times.**

Sadhana Retreat Terms and Conditions

RETREAT RATE INCLUDES: Accommodations: Single room or suites with en suite bath. If you are traveling with someone and wish to share a room please indicate that you are travelling with another person. Each individual will be charged \$412 per week for their stay. In individual travelling alone may not book a double room. Himalayan Institute® USA (“Retreat Organizer”) reserves the right to substitute accommodations as it deems necessary. Self-service laundry facilities are available. Mosquito nets (seasonally), sheets, pillow and case, one (1) thin wool blanket and one (1) thick wool blanket are provided for beds. **Meals:** Breakfast, lunch, and supper during the Retreat at Himalayan Institute India at Khajuraho (“HII Khajuraho”). All meals are vegetarian and may include dairy. Consult in advance with the Sadhana Retreat Coordinator about health-related special dietary needs, however, HII Khajuraho is unable to ensure meals for special dietary needs. **Khajuraho Transfers:** Pick-up/drop-off at Khajuraho airport or train station by HII Khajuraho (must be arranged in advance). Portage will be provided for one (1) duffel bag or suitcase and one (1) carry-on size bag per person.

RETREAT RATE DOES NOT INCLUDE: International or domestic airfare; passports; visas; inoculations; meals or other expenses while in transit between home departure airport and arrival at HII Khajuraho; transfers not otherwise noted herein; additional expenses for late arrivals or early departures; laundry service; bottled water or beverages; cover charges; baggage or other airline fees or service charges; excess baggage fees; accident, trip cancellation, and baggage insurance; medical treatment/emergency rescue expenses or insurance; expenses for guides, transportation, or deviations not included in the Retreat; gratuities and taxes for personal services and purchases; any other items of a personal nature; and any other item not heretofore specifically listed as included. **The retreat rate does not include access to or participation in any private program or activities that may be part of a concurrent event or program.**

CHANGES: The Retreat price is based on rates of exchange and tariffs in effect at the time of publication and is subject to adjustment. Changes to the Retreat are not anticipated, however, Retreat Organizer reserves the right to make any changes that it determines are necessary, with or without advance notice. Changes of Retreat will not result in a refund of any portion of the Retreat rate. In the event of any change in rates of exchange, tariffs, or Retreat that result in additional costs, these additional costs must be paid by the participant before departure or as soon as the change becomes known.

CANCELLATIONS/REFUNDS: All requests for cancellation must be submitted in writing to the Retreat Organizer. Allow 30-days for refunds to be processed. Regardless of the reason, cancellations result in additional costs and processing time for the Retreat Organizer. The following charges will be assessed for cancellation:

60 or more days before Retreat start date	\$95 non-refundable fee per person
30 to 60 days before Retreat start date	25% of total Retreat rate per person
Less than 30 days before Retreat start date	50% of total Retreat rate per person
Less than 14 days before Retreat and no shows	100% of total Retreat rate per person

If the participant arrives late or leaves the Retreat prior to its conclusion, refunds will not be made for the unused portion of the Retreat. The Retreat Organizer reserves the right to cancel any Retreat prior to departure and/or arrival. If such cancellation is not due to circumstances beyond the Retreat Organizer’s control, such as war, etc. as set forth below, the Retreat Organizer will refund all payments participant made to Retreat Organizer, constituting full settlement with the participant. No compensation or refund will be made when cancellation arises before or during the Retreat from circumstances beyond our and/or our suppliers’ control (force majeure) such as war, strife, civil disobedience, terrorist activity, adverse weather conditions, fire, natural disasters, etc. **It is highly recommended that participants purchase trip cancellation insurance.** In the event of cancellation arising from circumstances beyond our control as set forth above, Retreat related sums recovered by the Retreat Organizer will be disbursed equitably to the participants after the Retreat Organizer deducts all out-of-pocket costs and related expenses. The Retreat Organizer is not responsible for expenses, including but not limited to lodging, meals, and transportation, incurred for delays and/or detentions beyond the Retreat as a result of circumstances beyond our and/or our suppliers’ control such as war, etc. as set forth above.

REVISION FEES: If changes, including Retreat dates, are requested by participant after deposit is received, revision fees and/or cancellation fees will apply. An administrative fee of \$95 per transaction will be charged by the Retreat Organizer for any alteration or revision made to an application. Any revision to an application may result in the loss of confirmed reservations or increased costs **which will be payable in advance by the participant.**

NATURE OF RETREAT: The Retreat is a self-guided spiritual pilgrimage. Participants are strongly discouraged from leaving the Retreat prior to its conclusion.

Portions of the Retreat could be considered rustic and rigorous and are best approached with a spirit of openness and adventure. **Each participant is advised to consult with his or her medical specialist prior to departure and must advise the Retreat Organizer in advance in writing of any condition that may require attention during the Retreat,** so the participant, with the assistance of the Retreat Organizer, can make the necessary arrangements.

Smoking is not permitted in motor coaches or other vehicles, at meals, in hotel rooms, Himalayan Institute buildings, eco-cottages or tents, or during lectures, workshops, practicums, or events, whether held indoors or outside.

The nature of the Retreat may be suitable for minor children accompanied by a parent or legal travel guardian. Please inquire for details.

DRESS AND CONDUCT: Clean, modest attire is appropriate for your stay in India and at HII Khajuraho. Due to cultural customs in India, Retreat Organizer asks women to refrain from wearing shorts of any length, tops with spaghetti straps, halter tops, tank tops, plunging necklines or backs, and short skirts (knee length) or miniskirts; and men to refrain from wearing muscle shirts. When in your room, kindly be culturally appropriate: wear pants to cover your legs and wear tops or shirts. When napping during the day, wear pants and tops. Shirts and footwear must be worn outside. Shoes are to be removed before entering the Shrine, the main building, and the guest house. Shoes designated for indoor use are to be worn inside the main building, dining hall, and guest house.

Use of alcohol and illicit drugs is strictly prohibited. HII Khajuraho is a smoke-free campus. Smoking is permitted in the designated area outside the front gate only. **Violation of these policies is subject to immediate dismissal from the program.**

Earphones must be used with all electronic or other devices with audio capability.

QUIET HOURS: Quiet hours are observed daily between 9:30 p.m. and 8:00 a.m. During those hours, kindly observe silence whether indoors, in your room, or outside. If you must speak, kindly whisper so that other's practice is not disturbed.

EMOTIONAL RELATIONSHIPS: In an effort to help you avoid distraction and to concentrate your energy fully on your quest for self-discovery, we strongly discourage forming intense emotional relationships during your Retreat. Such relationships divert energy from your inner focus, change your Retreat, and change someone else's Retreat as well.

OFF-CAMPUS ACTIVITIES: We have found that changing from a hectic daily routine to a quiet, meditative lifestyle takes time. To enhance that process, it is best to have as few distractions as possible. To minimize distractions, and to help maintain inner focus, it is suggested that a participant remain on campus for the first week of a 2 week or longer Retreat. Thereafter, it is helpful to limit off-campus trips for necessities to once per week. This gives you the opportunity to participate more fully in the Retreat so you will gain the maximum benefit. Departures from campus require signing out at the front gate.

CURFEW: It is not advisable to be off campus before sunrise or after dusk given the remote location of the HI Khajuraho campus. For your safety when going off campus, those on Retreat are asked to return to campus before dark. This curfew is in effect whether hiking locally or going to town by car. The local police require HII Khajuraho to advise guests to not leave campus alone and to travel only in a registered, licensed vehicle. Although the area is generally safe, when walking outside of campus we request that you walk with at least one other person as a general precaution. Groups of 3 to 4 are suggested, when possible. We recommend you stay on the main road outside of the campus front gate. When leaving campus for any reason, sign out at the front gate indicating time of departure, destination, and time of return. Sign in when you return.

WHAT TO BRING: Temperatures range from the 40sF to the high 90sF and low 100'sF depending on the time of year. Few accommodations in India have air-conditioning or heat, and electricity is unreliable, so plan accordingly. The Retreat Organizer recommends that each participant bring a sleeping bag during the winter season, writing paper, pens, a flashlight, a hat for warmth and a hat for sun, sunscreen, gloves, a sweater, a warm jacket or coat, socks, footwear dedicated to indoor use only, and sturdy, comfortable shoes for walking/hiking. A day pack and a duffel bag which can accommodate a sleeping bag are suggested. Airlines may allow more than one piece of luggage per person. **The Retreat Organizer limits luggage to one duffel bag or suitcase per person and one carry-on size bag per person.** Luggage may be carried within India on roof racks or open trucks. Weather and loading and unloading can cause more than usual wear and tear to luggage. Accordingly, all luggage should be capable of withstanding rain and rugged treatment. A suggested packing list will be provided in advance of your departure for India.

PASSPORT AND VISA: Passport and India tourist visa must be obtained in advance before booking airline tickets. Each participant is responsible for determining specific passport and visa requirements in the participant's country of origin and for obtaining the necessary documents prior to departure. **Retreat Organizer's passport/visa/emergency contact form must be completed in advance of a Retreat.** This form will be supplied to participant.

LANGUAGE: Foreign staff speaks English. Local staff speaks Hindi.

PHOTOGRAPHS/VIDEO: Representatives of the Retreat Organizer may be photographing and video/audio recording portions of the Retreat. The Retreat Organizer reserves the right to use any such photographs and video/audio recording in its advertising, displays, publicity materials, and publications without obtaining further consent from any participant. Each participant releases the Retreat Organizer and its representatives from any liability in connection with any such use of such photographs and video recording.

Photography and video/audio recording by Retreat participants is not permitted during any non-Retreat lectures, workshops, practicums, or special events that may be available to Retreat participants, or during concurrent private programs or events that are not available to retreat participants. Photography is not permitted in the shrine or havan kund.

RELEASE/RESPONSIBILITY: The participant, by signing this Application for Personal Sadhana Retreat, agrees that the Retreat Organizer and its representatives, except for their gross negligence or willful misconduct, shall not be held liable for any injury, damage, loss, delay or irregularity that may be occasioned for any reason, including, but not limited to, any defect in a vehicle, the acts or default of any company or person engaged in conveying a participant, acts of God, terrorism, acts of war, or detention; delays or expenses arising from quarantine, strikes, thefts, pilferage, force majeure, civil disturbances, government restrictions or regulations; accidents by aircraft, boat, bicycle or motor vehicle, or in any hotel, inn, restaurant, accommodation or camp; failure of any means of transportation to arrive or depart as scheduled or changes in transit, hotel, inn, guest house or camping services; missed airline or other transport connections; or for additional expenses resulting from changes in exchange rates, tariffs, or itinerary. The participant agrees to assume all risks associated with the Retreat and agrees that no liability will attach to

the Retreat Organizer, its employees or agents, or to any member of the Retreat in respect of death, personal injury, illness or delay of the passenger, or for any loss of or damage to the property (including luggage) of the participant during the course of the trip, howsoever caused.

By signing this Application for Personal Sadhana Retreat, the participant releases the Retreat Organizer and its representatives from any such responsibility or liability, except as hereinabove set forth.

The liability of common carriers is generally limited and, therefore, it is suggested that participants purchase their own cancellation, property damage (including luggage), accident, and medical treatment/emergency rescue insurance.

Because of the nature of the Retreat and accommodations, the Retreat Organizer reserves the right to accept or reject any Retreat participant at any time, without liability, and in the event it determines, in its sole and exclusive discretion, that a participant is disruptive to the harmony of the Retreat it may, without any obligation to pay a refund or any other amount whatsoever, dismiss such participant from the Retreat. The Retreat Organizer will have no responsibility or liability for any participant who leaves the Retreat prior to its conclusion or for any activity undertaken by any participant which is not included on the Retreat program.

I have read and understand the foregoing Application for Personal Sadhana Retreat and Terms and Conditions and, by making my advance payment as set forth below, agree to the terms thereof. I understand that violation of the Retreat policies is subject to immediate dismissal from the program. I request a Sadhana Retreat at HII Khajuraho as follows:

Please reserve my room at HII Khajuraho.

Signature (required)

Date _____