

ADULT CHILDREN OF ALCOHOLICS & DYSFUNCTIONAL FAMILIES FIFE

"The Path Back to Me: Finding Peace Within"

Friday 19th – Monday 22nd February 2027 | The Salutation Hotel, Perth
aca-fife.org.uk | sandymearns11@hotmail.com

TERMS & CONDITIONS OF BOOKING

1. Deposit

A non-refundable deposit of **£100.00** is required to secure your place. This must be received by **30th October 2026**. Your booking is not confirmed until the deposit has been received and acknowledged.

⚠ Spaces are strictly limited — 30 residential and 15 day visitor places. Early booking is strongly advised.

2. Balance Payment

The full balance must be paid by **30th January 2027**. A payment reminder will be issued on 30th November 2026. Failure to pay the balance by the due date may result in your place being released to the waiting list.

3. How to Pay

All payments should be made by BACS bank transfer using the details below. **You must include your name and "ACA" as the payment reference** so that your payment can be identified.

Bank	Barclays Bank
Account Name	A Biggam
Sort Code	20-62-08
Account Number	60538132
Reference	ACA + Your Full Name (e.g. ACA Jane Smith)

A confirmation email or text will be issued within 24 hours of receipt of each payment. Please contact us if you do not receive acknowledgement.

4. Cancellations, Amendments & Non-Attendance

The £100 deposit is non-refundable under any circumstances.

Cancellations or amendments to a booking (including changes of room type, dates, or attendance) can only be considered at the discretion of the organisers and must be requested **no later than 7 days prior to the event** (i.e. by 12th February 2027).

Requests must be made in writing to **sandymearns11@hotmail.com**.

No last-minute alterations can be accepted after this point. In exceptional circumstances, a place may be transferred to another person at the organisers' discretion, provided written notice is given within the 7-day window.

Non-attendance without prior notice forfeits the full amount paid. ACA Fife accepts no liability for travel, accommodation or other costs incurred by participants.

5. Organiser & Contact Point

ACA Fife is the sole organiser of this retreat. All booking enquiries, payment queries, cancellations and amendments must be directed to ACA Fife at **sandymearns11@hotmail.com**.

Please do not contact the hotel directly regarding your retreat booking. The Salutation Hotel holds no individual booking information for participants — all arrangements are managed by ACA Fife.

6. Additional Nights at the Salutation Hotel

If you wish to extend your stay beyond the retreat dates, please contact the hotel directly. Email salutationevents@strathmorehotels.com and ask for Rachel. Please mention that you are a guest booked on the ACA Fife retreat.

A discounted rate may be available for additional nights linked to the retreat — please enquire early as this is subject to availability and at the hotel discretion.

7. General

By submitting your booking form and deposit you are confirming that you have read, understood and agreed to these terms and conditions.

ACA Fife reserves the right to amend these terms, vary the programme, or in exceptional circumstances cancel the retreat. In the event of cancellation by the organisers, all monies paid will be refunded in full.

HOUSEKEEPING FORMAT — ACA FIFE RETREAT 2027

Please read this format before you arrive. A copy will also be displayed within the retreat venue.

- 1. Welcome and Environment:** This is a retreat and may be the first interaction some participants have with ACA. It is intended to be a relaxed, warm and safe environment in which to engage with the ACA programme. Please be mindful of this and extend kindness and patience to all attendees.
- 2. Relaxed Guidelines:** The usual ACA meeting rules — such as restrictions on cross-talk and the calling of business votes — will be relaxed for the duration of the retreat. Participants are encouraged to take ownership of their own needs, including rest breaks, and to do so in a way that respects others and causes minimum disruption to any event.
- 3. Voluntary Participation:** Nothing in the retreat programme is mandatory. Participants engage entirely at their own discretion. Please honour the choices of others without comment.
- 4. Anonymity:** An anonymity card will be in place throughout the retreat. Please respect this tradition. What is shared here, stays here. The Traditional Serenity Prayer will be said at the opening of meetings; the ACA Prayer will close each meeting.
- 5. Punctuality:** If you are participating in events across the weekend, please aim to be on time for each session. A timer will be used in larger meetings — this will not cut off your share, but will support responsible time-keeping and ensure everyone has the opportunity to participate.
- 6. Housekeeping Meeting:** A housekeeping meeting will take place on the first day of the retreat. The layout of the hotel, fire procedures, health and safety information, and the weekend programme will all be covered at this meeting. Attendance is encouraged.
- 7. Menu Requests:** A menu slip will be available for anyone who has not yet submitted their meal preferences. Please complete this on arrival so that the hotel kitchen has all the information it needs. Please note: no lunch is provided on Saturday or Sunday as part of the retreat package. Lunch may be purchased on-site at £12.00 per person (2-course meal) — please indicate this on your booking form if required.
- 8. Tradition 7 and Proceeds:** In keeping with ACA's Seventh Tradition of self-support, a Tradition 7 collection will be held. Any proceeds from the retreat and the raffle will go directly to WSO (World Service Organisation), who are currently facing financial challenges, to support the still-suffering adult child. Books and ACA literature will also be available for purchase throughout the weekend. Tea and coffee will be provided at all sessions.
- 9. Raffle:** A raffle will be held during the retreat weekend. Tickets will be available to purchase. All proceeds go to WSO. Thank you for your generous support.
- 10. Display of Format:** A copy of this Housekeeping Format will be displayed within the retreat venue throughout the weekend for reference.

Thank you for being part of our retreat community. We look forward to welcoming you.

Faith in Fellowship, ACA Fife