



**Asian Classics Institute of Cape Ann
Application for Retreat Housing
Silent Personal Retreat or Group Retreat**

Please submit your application one month before your planned retreat dates.
Please allow two weeks for response.

Name: _____ Date: _____
If group retreat, name of leader and name of group

Address: _____

City & State: _____ Zip/Postal code: _____

Country: _____

Phone: _____ Email: _____

Male Female

I certify I am over the age of 18
If you are under 18, please attach a permission letter from your parent or guardian.

The ACI-Cape Ann Retreat houses are currently limited to people in categories 1 and 2 below.
If you meet the criteria below, please check box 1 or 2.

1. I consider myself a member of the ACI-Cape Ann sangha, +/-
I am a student of Lama Sumati Marut, +/-
I am a student of one of his students. My teacher's name is: _____

2. I am a student within the Diamond Mountain lineage. Please tell us the names of your
teacher, and his/her teacher _____

I. Basic Information

Preferred site:

- Birch Haven, Lincoln, NH (shared overnight accommodations for up to 10 people)
 Mrs. Browne's Cottage, Rockport, MA (shared overnight accommodations for up to 8 people)
 No preference

Preferred Dates: Arrival: _____ Departure: _____

Alternate Dates: _____

For group, anticipated number of attendees: _____

Tell us More

1. Briefly describe the proposed silent personal retreat or group retreat.
2. Have you previously done personal silent retreats? If group retreat, have you previously managed a group retreat?
No Yes If yes,
 - Date(s): _____
 - Type(s): _____
 - Duration: _____
3. Please describe specific retreat conditions you desire (i.e., total quiet, private bath, cooking facilities, help with meals and shopping, etc.):

4. Is there anything else we need to know about your retreat intentions or needs?

II. Silent Personal Retreat Requirements and Recommendations:

- Intensive meditation may affect you physically and/or mentally. Please be thoughtful about the foods you bring and the exercise you plan. Please consider discussing your retreat plans with your medical provider and spiritual advisor before commencing the retreat.
- In order for your silent personal retreat to be approved, you must provide a letter of recommendation from your spiritual teacher, advisor, or sponsor.
- ACI-Cape Ann will provide a contact person to help you plan your stay at the retreat house.
- If you want regular service of meals or shopping, and you have an Attendant in mind, please provide their name and contact information now, otherwise you can provide it to your ACI-Cape Ann Retreat Contact person later.

Attendant: _____ Phone: _____

Email: _____

- If you need help finding a local Attendant for shopping and/or meals, please describe the type of service you envision. For example, how often would you like someone to check for notes from you (to see if you need any supplies)? How often would you like meals delivered?

- Please provide names and contact details of two emergency contacts.

III. Payment

Room rate for Silent Personal Retreat: \$40 per day (to cover our expenses); includes room but not meals. For groups, \$80 for first two participants and \$20 per day for each additional participant. See below for some options if you need help with the cost.

1. Reserving a place

A 50% deposit is required to reserve a retreat room.

2. Pay-as-you-can fee structure

Our fee structure is *pay-as-you-can* for the remaining 50% of the balance. Whatever you can pay of this second half of the room fees, please do so upon check-in at the retreat house. We greatly appreciate it and it helps support retreats for others. Supporting retreats for others is the real cause for you to be able to do retreat. Whatever you can't afford of the second 50%, you don't owe us. However, you are welcome to give more at any time.

3. Refunds

Refunds for room reservations will be given only under the following circumstances:

- If ACI-Cape Ann must cancel
- If you cancel one month or more in advance of your arrival date

4. Donations

It is ACI Cape Ann's wish to help serious retreatants reach their goals. Should you be able to help support our retreat facilities, please make an additional contribution (may be tax deductible; check with your tax preparer) to our retreat property fund and/or to our scholarship fund : <http://www.aci-capeann.org/help.shtml#donate>

5. Help with fundraising

If you know that you are going to want help with paying for any or all of your retreat, here are some options for you:

- Ask for help from friends and family
- ACI-Cape Ann Scholarship offers scholarships for retreats up to 3 weeks in length to applicants who meet the scholarship criteria. <http://www.aci-capeann.org/images/ACI-ScholarshipApplication.doc>
- Mahasukha Kula Retreat Scholarship Program of ACI-LA: offers scholarships for retreats of 3 weeks or longer to applicants who meet the scholarship criteria. For more information: <http://www.aci-la.org/retreat-scholarship>.
- Spiritual mentors sometimes know of donors who can help; consider speaking with yours about your situation.

V. Agreement

My signature below confirms that I have read and understand the information given in this application form and assert that the information and responses I have provided in return are correct to the best of my knowledge.

I agree to be personally responsible for cleaning and repair (if necessary) of facilities following retreat.

Signature _____ Date _____

Print name _____

Please mail to: ACI-Cape Ann Retreats
 P. O. Box 295
 Rockport, MA 01966

Please submit your application one month before your planned retreat dates. We will review your application upon receipt. Please allow two weeks for response.

Thank you,

The ACI-Cape Ann Retreat Committee

Please include with your application:

- Check for 50% deposit (email retreat@aci-capeann.org for help calculating amount)
- Letter of recommendation signed by your spiritual teacher, advisor, or sponsor.