



# “TIME OUT”

## RETREAT ACCOMMODATION PROGRAM

### INFORMATION FOR ORGANISATIONS AND PROPERTY OWNERS

With the “Time Out” retreat accommodation program, we have a “registry” of properties (some properties are owned by organisations, such as Family Care Sisters; other properties owned by individuals) that we call upon if we receive a request from a Compassionate Friends (TCF) member for some “time out”.

- “Time out” is not a holiday service as such (with bookings made months in advance). The service instead attends to more immediate needs; that is, providing TCF members some time out within 2-4 weeks from when they call our office.
- We direct TCF members to call our office regarding the service, rather than list the name/contact number/address of a given property.
- If someone would like to stay at a property, we (TCF) call the property owner and see if the dates the TCF member has suggested would suit. We understand if dates do not suit.
- Some properties prefer TCF members to have a midweek stay, and generally offer stays of 2-4 nights. This is at the owners’ discretion.
- TCF acts as the “go between” between the property owners and the TCF member, organising dates and...once dates have been determined, sending the members’ contact details (name/address/phone) to the property owner/s.
- The “Time Out” program has been running nearly two years now. Based on usage of each property on our registry, we predict you would receive about 5-10 requests a year to use your property. If the number of requests exceeded that which you were comfortable with, again, we would fit in with you and just let members know the property is unavailable for a period of time.
- The TCF member is directed by TCF to organise payment with the property owner when they arrive at the property (or using a method that suits the property owner).
- Each year we re-contact owners and see if they would like to continue with our program for another year.

For any further queries regarding this program, please call the retreat officer, Andrew McNess, on (03) 9888 4944 or toll-free 1800 641 091 (Country Victoria)