

This fact sheet is for us an important instrument to attain all the necessary information about the group. together. We would like to ask the group leaders/organisation to fill in all the spaces and add any additional wishes in detail. We thank you in advance!

**Name / Kind of Event** \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_

Name of Group leader / Organisation \_\_\_\_\_

Phone \_\_\_\_\_ Cellphone \_\_\_\_\_ Fax \_\_\_\_\_

E - Mail \_\_\_\_\_ Web \_\_\_\_\_

**Arrival / Date**

Group leader \_\_\_\_\_ Members \_\_\_\_\_  
(Please attache full list)

**Departure / Date**

Group leader \_\_\_\_\_ Members \_\_\_\_\_

**Meals**

Our first meal >>>  Breakfast  Lunch  Dinner Time \_\_\_\_\_

Our last meal >>>  Breakfast  Lunch  Dinner Time \_\_\_\_\_

(Our common meal times are: Breakfast 8.30 / Lunch 13.30 / Dinner 19.30)

Special Wishes Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Special Diets \_\_\_\_\_

(We serve only vegetarian meals (inclouing eggs and milk prouducts))

**Session Times**

First session on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Last session on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Morning normally from \_\_\_\_\_ to \_\_\_\_\_ Break \_\_\_\_\_

Afternoon normally from \_\_\_\_\_ to \_\_\_\_\_ Break \_\_\_\_\_

The group will be free on \_\_\_\_\_

**No of persons**

Group leaders \_\_\_\_\_ Assistants \_\_\_\_\_ Participants \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

**Payment**

We would like to point to the fact that we do not accept any credit cards and that we do not have a cash dispenser (ATM) at the Centro. The payment takes place during the CHECK IN only in cash or by bank cheque. (Fees for cheques: italian ones, free of charge, EU countries € 7.00, rest of the world € 12.00)

**Welcome Speech**

Centro d'Ompio presents it selves. At the beginning of the event a staff member of Centro will welcome the group. During this speach Centro will inform about how to use the infrastructure and about rules of conduct on the place.

The wellcome speach can take place, Date \_\_\_\_\_ Time \_\_\_\_\_

Please add to the Fact Sheet:

>>> Member list and room plan

**Material and equipments for the event / group room**

Date from \_\_\_\_\_ to \_\_\_\_\_

Description	Number	Descriptio	Number
Meditation cushions	_____	Massage tables (max 14)	_____
Wool blankets	_____	Cover sheets	_____
Training mats (Airex)	_____	Yoga mats (thin)	_____

 Additional lighting, please exact description  
 \_\_\_\_\_  
 \_\_\_\_\_

Chairs in group room	_____	Tables in group room	_____
Curtains im Pavillon	<input type="radio"/> YES <input type="radio"/> NO	Size approx.	_____

**Others**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Material for special events and music equipement**

<input type="radio"/> Fire walk **	Date _____	<input type="radio"/> Camp fire **	Date _____
<input type="radio"/> Sauna **	Date _____	<input type="radio"/> Sweat lodge **	Date _____
	<b>Number</b>		<b>Number</b>
<input type="radio"/> Amplifier	_____	<input type="radio"/> Mixer / Microphone	_____
<input type="radio"/> CD - Player	_____	<input type="radio"/> DVD - Player	_____
<input type="radio"/> Tape Deck	_____	<input type="radio"/> Wireless microphone **	_____
<input type="radio"/> Digital projector and screen **	_____	<input type="radio"/> TV - Monitor	_____
<input type="radio"/> Video Player	_____	<input type="radio"/> Mini disk - Player **	_____
<input type="radio"/> Speakers standard 300W	_____	<input type="radio"/> Stage System **	_____
<input type="radio"/> Flipchart and markers	_____	<input type="radio"/> Overhead projector	_____

Objects marked with \*\* additional fee, please ask Centro for more details

**Please send us the fact sheet at the latest two weeks before the start of the group via**
**>>> Email: [centro@ompio.org](mailto:centro@ompio.org) or Fax: +39 0323 888 980 <<<**