



Organization:	Signed contract due by
Contact Name:	Non-refundable Deposit due with contract: <b>\$500</b>
Email:	Nature of Conference:
Telephone:	Dates of Conference:

<u>Date</u>	Arrive:		Depart:		Nights:
<u>Attendance</u>	Expected:		Minimum:		
<u>Facilities</u>	Callison Home	Y/N	\$50pp/night shared room	\$75/night private	Six rooms, 8 beds (three doubles)
	Creekside	Y/N	\$1000/night		Seven rooms, 12 beds (one queen)
	Gatehouse	Y/N	\$150/night per room		Three rooms, 5 beds (one queen)
	Hillside Cottage	Y/N	\$175/night		Four rooms, 8 beds (all twins)
	St. Andrew's House	Y/N	\$75pp/night		Twelve rooms, 20 beds (three queens, one double)
	Bayne Cottage	Y/N	\$175/night		Three rooms, 7 beds (one queen)
	Great Hall	Y/N	\$750/event		
	Yurt	Y/N	Donation		
<u>Food Service</u>	Meals:	Breakfasts	8:30		\$20pp (Continental \$15pp)
		Lunches	12:30		\$25pp
		Dinners	6:00		\$30pp
	Guests	Buildings + Meals			Minimum Invoice Amount
Minimum Invoice	12				

**Cancellation Policy:** Deposit is non-refundable. Cancellations made less than 90 days before retreat are responsible for 50% of minimum amount. Cancellations made less than 30 days before retreat are responsible for 75% of minimum amount. **Group Leader is responsible to confirm final group size and dietary restrictions ONE WEEK prior to the retreat, which will determine final Invoice amount.**

This document constitutes a **contract** between the Episcopal Diocese of Olympia (hereinafter referred to as "Sacred Waters") and the User Group identified at the top of this document (hereinafter referred to as "User"). The terms and provisions of this document are binding on the parties, their successors and assigns. **No reservations are confirmed and binding until this contract is executed by both parties. Please sign and return.**

USER GROUP

SACRED WATERS CENTER

BY \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

## TERMS AND CONDITIONS

**1. Confirmation.** Please confirm via provided Retreat Details Form the total number of persons attending seven days before arrival. Billing will reflect that reported number of attendees no less than the minimum persons required.

**2. Check In/Check Out.** Check-in and check-out times are to be strictly observed. Guests will be expected to vacate their rooms prior to the final meal served. Groups wishing to reserve overtime may negotiate this at the time of reservation; additional charges may apply.

**3. Food & Mealtimes.** Please list specific guests (by name) with any special dietary restrictions due to health concerns (not merely food preferences) on the provided Retreat Details Form seven days prior to arrival. Guests with severe dietary needs may be asked to bring supplemental food for themselves. Mealtimes agreed in the contract are to be consistently observed; last-minute changes will not be honored.

**4. Use Restrictions.** The User shall be entitled to use, occupy and enjoy those facilities and premises at Sacred Waters which are allocated to it, together with all common areas which are not expressly excluded by the Director. User agrees to supervise and to assure control and responsibility for all persons attending its conference. User shall comply with all applicable laws, codes and regulations. Prior to date of arrival, User shall furnish Sacred Waters with a schedule of activities and shall explain the nature of its program.

**5. Clean-up and Damage.** User shall be required to pay for any damage, breakage, loss of property or unnecessary use of fire extinguisher, arising from the negligence of its own employees, agents, and/or representatives.

**6. Smoking and Fire Restrictions.** Smoking shall be confined to designated areas outside of buildings. No open fires may be built without prior approval from Sacred Waters.

**7. Right to Remove Persons.** Sacred Waters reserves the right to remove any persons from the facilities or premises who, in the sole discretion of Sacred Waters, are unauthorized, or who are creating an unnecessary disturbance, or who are jeopardizing the health, safety and welfare of other occupants.

**8. Indemnification/Insurance.** User agrees to indemnify and hold Sacred Waters's harmless from and against any and all claims or liabilities for any injury or damage to persons or property arising from User's negligence during occupancy and use of the facilities and premises; further, User hereby waives any claims it might have against Sacred Waters, its agents, employees, guests and invitees, for injury or damage to persons or property arising from User's negligence during occupancy and use of the facilities and premises; except to the extent that such claims may be directly attributable to the negligence of Sacred Waters, its agents or employees, or to a condition of the facilities or premises.

**9. Payments.** Payment of outstanding balance in full shall be made on or before the last day of each conference with ONE check or credit card payment (Credit card payments must add a 3% additional charge). Delinquent payments shall accrue interest at the rate of 1.5% per month.

**10. User Group Orientation.** A user group representative will meet with the Sacred Waters host upon arrival to review facility policies and procedures.

We look forward to serving you!

INITIAL & DATE HERE \_\_\_\_\_

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