



**ST. MARGARET'S**  
ECUMENICAL & RETREAT CENTER

47 Jordan Road  
New Hartford, New York 13413-2385

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Visit us online: [www.stmargarethouseny.org](http://www.stmargarethouseny.org)

**RESERVATION FORM**

**Call or email today to reserve your date.**

Name of Group \_\_\_\_\_  
Contact Person \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Date(s) \_\_\_\_\_ Email: \_\_\_\_\_

The building & grounds are SMOKE FREE.

The house is handicap accessible.

St. Margaret's Ecumenical & Retreat Center has 27 beds (15 single rooms & 6 double rooms).

All rooms have twin beds. These rooms have individual sinks and shared baths.

Number of people attending: \_\_\_\_\_  
How many will be staying overnight? \_\_\_\_\_  
How many will be commuters? \_\_\_\_\_  
Time of arrival: \_\_\_\_\_  
Time of departure: \_\_\_\_\_

Which rooms will you use?

Living Room \_\_\_\_\_

Library \_\_\_\_\_

Great Room \_\_\_\_\_

Meditation Room \_\_\_\_\_

Entire House \_\_\_\_\_

Chapel \_\_\_\_\_

Please let us know in advance of any Special Dietary Needs: \_\_\_\_\_

There is a **Non-Refundable Deposit** of \$100.00 due to hold the space.

Please return the completed form with your deposit.

Full payment is due upon departure.

Payment can be made with cash or check. Payable to: St. Margaret's House.

Please note at this time we do not accept credit cards.

**Please see attached sheet for fees**

**We look forward to welcoming you and your guests!**  
**Thank you!**

Office Use:  
Deposit Received: \_\_\_\_\_

# Fee Schedule for 2020

Revised January 2020  
Rates Subject to Change

## OVERNIGHT ACCOMMODATIONS

### RATES –

#### 1 NIGHT

\$75.00 per person - \$50.00 pp w/out meals

Supper – Evening of Arrival  
Breakfast – Day of departure

#### 2 NIGHTS

\$150.00 per person - \$100.00 pp w/out meals

Supper – Evening of Arrival  
Breakfast/Lunch/Supper (next day)  
Breakfast – Day of departure

\*Each additional night is \$75.00pp w/ meals or \$50.00pp w/out meals.

\*Please see below for pricing for additional meals during your stay.

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## For Commuting Guests or in addition to Day Meetings and Retreats.

\$7.00 Breakfast per person

\$10.00 Lunch per person

\$15.00 Supper per person

### We also offer the following snack services:

“Coffee Break” includes hot & cold beverages & pastries \$5.00pp

“Snack Break” includes hot & cold beverages & light snacks \$5.00pp

**\*Please inquire when booking your meeting or retreat.\***

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## FACILITY USE FEES, per group

	<u>Half Day (up to 5 hours)</u>	<u>Full Day 5+ hours</u>
Living Room	\$30.00	\$50.00
Library	\$30.00	\$50.00
Great Room	\$40.00	\$75.00
Meditation Room	\$20.00	\$20.00
Reserve Entire Facility, per day		\$175.00

Note: The Facility Use Fees may be waived for faith-based organizations. Inquire when booking.  
Please ask for pricing for Larger Groups/Events – Weddings, showers, parties, reunions etc.

**Please call 4 days prior to arrival to give final numbers for your group.**