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2022 Group Retreat Registration Form – DAY USE

Group Name: _____

Point of Contact: _____

Address: _____

Telephone: _____ Email: _____

Date: _____ Time: _____

of Guests: _____

Snacks and/or Meals

Breakfast	8:30am	\$10 per person	___ yes, please	___ no, thank you
Coffee Break:	10:00am	\$5 pp	___ yes, please	___ no, thank you
Lunch:	12:30pm	\$13pp	___ yes, please	___ no, thank you
Snack Break:	3:00pm	\$5 pp	___ yes, please	___ no, thank you
Dinner:	5:30pm	\$17pp	___ yes, please	___ no, thank you

Dietary Needs of Guests: _____

Please Select Meeting Rooms and Rates, per day

	<i>Half-Day (Up to 5 hours)</i>	<i>Full-Day (5 hours +)</i>
___ Living Room	\$30	\$50
___ Library	\$30	\$50
___ Great Room	\$40	\$75
___ Meditation Room	\$20	\$30
___ All Meeting Rooms		\$175

\$100 Non-refundable Deposit Paid: _____

Please let us know how you would like the rooms to be set-up to include any equipment needs:

We realize that you may not have all of the information needed during your initial planning and outreach for your event. Please let us know about your final guest total, dietary needs, and room set-up at least four days prior to your arrival.

** Deposits are used to hold the space for your use, they are non-refundable but may be transferred to another date should you need to change your event with notice.*