



ST. MARGARET'S

ECUMENICAL & RETREAT CENTER

47 Jordan Road - New Hartford - New York - 13413

Telephone: (315) 724-2324

Email: info@stmargaretshouseny.org

Registration Form

Group/Name: _____

Point of Contact: _____

Address: _____

Telephone / Email: _____

Choose One: Personal Retreat Day Retreat/Meeting Overnight Retreat

Arrival Date / Time: _____

Departure Date / Time: _____

of Overnight Guests: _____

of Day Visitors: _____

Guest Room Rates: \$65 per person, per day (pp/pd) without meals \$100 pp/pd with meals
(available for groups of 5 or more)

Meal Rates: Breakfast \$12; Lunch \$15; Dinner \$19 (all pp/pd) (For extra meals and Day Visitors)

Room Rate with Meals includes Dinner on Evening of Arrival and Breakfast on Morning of
Departure, as well as all meals on intervening days. Extra lunches on first or last day are \$15/pp.

First Meal: _____ Last Meal: _____

SMERC may not always be able to provide meals for groups; if not, we will provide groups with
alternative options. We will confirm meals/snacks during your registration process.

Meals Included: ___ yes, please ___ no, thank you

Morning Coffee Break (\$6pp/pd): ___ yes, please ___ no thank you

Afternoon Snack Break (\$6pp/pd): ___ yes, please ___ no thank you

Dietary needs of guests (*We strive to accommodate dietary needs, but may not be able to in all
instances. We will confirm with you beforehand.*): _____

**Note: We accept payment in the form of Cash or Check only
(Continues on Back)**

Please Select Meeting Rooms and Rates, per day

	<u>Half-Day (Up to 5 hours)</u>	<u>Full-Day (5 hours +)</u>
Living Room	\$35 _____	\$55 _____
Library	\$35 _____	\$55 _____
Great Room	\$45 _____	\$85 _____
Meditation Room	\$25 _____	\$35 _____
Dining Room (parties)	\$50 _____	
Dining Room (meeting)	\$10 _____	
Dining Room Annex	\$25 _____	\$35 _____
All Meeting Rooms		\$180 _____

Please let us know how you would like the rooms to be set-up (attach an extra page if needed):

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 seven days prior to your arrival.

Deposit and Terms

SMERC charges a \$100 deposit to hold the space for your use. For certain types of events SMERC reserves the right to increase the deposit to \$300. The deposit is non-refundable but may be transferred to another date should you need to reschedule with at least thirty days notice.

SMERC will be in a clean condition prior to your event. You are required to return the space to the same clean condition in which it was found. All trash must be collected and properly deposited in bins provided. Any spilled food or drink should be cleaned. Please ask SMERC staff in the event that you need assistance.

SMERC wants to make every event here a special and welcome experience. Therefore every effort will be made to allow the user to prepare decorations reflecting their creative requirements. We ask that only the staff of SMERC assist with rearranging and moving of any furnishings, including artwork, lighting, antiques, or seating. No nails, screws, staples or penetrating items should be used on our walls, brick or wood. No tape or gummed backing materials should be used on our painted walls. If you have any questions or needs, please ask SMERC staff.

Failure to return SMERC space to a clean condition following your event or damage done to property may result in the forfeiture of your deposit and/or additional fees.

Deposit Paid (Amount and Date): _____