



# SLUMBER FALLS CAMP & RETREAT CENTER

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## 2012 RENTAL POLICY FORM

### RESERVATION & DEPOSIT

- ❖ \$200 reservation/damage deposit is required for each of the three facilities to confirm reservation.
- ❖ Deposit will be refunded within 2 weeks after event or can remain on file at SFC and applied to a future reservation
- ❖ Reservations can only be made one year in advance. **(For Day Only Events – 3 weeks in advance)**
- ❖ Two or more reservations per calendar year will require multiple deposits.
- ❖ Submit reservation forms as soon as possible with an ESTIMATE of the anticipated numbers.
- ❖ The forms are necessary so advance plans for your group can be made.

### FACILITY MINIMUM GUARANTEES

- ❖ One facility – 20 participants
- ❖ Two facilities – 50 participants
- ❖ Entire Camp – 90 participants

### MEALS

- ❖ Food Service is available. All meals are served in Woelke Lodge, if available.
- ❖ Minimum of 20 must be guaranteed.
- ❖ Final guaranteed number must be provided to SFC the Tuesday prior to the event. **Groups will be charged for the confirmed guaranteed number.**
- ❖ Kitchen rental is available for groups wishing to prepare their own meals.

### CANCELLATION

- ❖ Refunds are made only if notice of **cancellation** is received **sixty days prior** to the date of your event.
- ❖ Groups that cancel less than 60 days before the event forfeit the deposit.

### PAYMENT

- ❖ Minimum amount owed for the event will be invoiced and must be paid **prior** to retreat.
- ❖ Any amount over the minimum is due upon departure.
- ❖ If payment is **not** received at the completion of your event, a 10% billing fee will be added to your statement.
- ❖ Checks are made payable to SLUMBER FALLS CAMP & RETREAT CENTER.
- ❖ All checks returned due to insufficient funds will incur a \$25.00 processing fee. Visa and MasterCard are also accepted.
- ❖ Damages other than normal wear and tear shall be paid for by the organization sponsoring the event.

### CLEAN UP

If the facility requires more than general cleaning or if furniture, dishes, etc., are not placed back in the original location, a clean up fee of **\$50.00** will be added to your statement or deducted from the deposit.

**Groups and organizations use these facilities at their own risk. The South Central Conference of the United Church of Christ and Slumber Falls Camp & Retreat Center assumes no liability for theft, damage, or physical injury.**

**Guidelines and rules for the use of Slumber Falls Camp and Retreat Center are provided. The signature below acknowledges willingness to interpret these regulations to all participants, to accept responsibility for all infractions, and to be financially accountable for your group. THE PERSON SIGNING THIS FORM MUST BE PRESENT AT THE SCHEDULED EVENT.**

Name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_