

Office Use Only	
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# REFRESH Women's Retreat

May 5-6, 2017

## GROUP BOOKING FORM

The Hesperus programming model is one that serves individuals within the context of church groups. Churches will make reservations with Hesperus for the number of individuals they wish to bring to camp, but the individuals will make reservations with the church. As such, this form and the deposit check are required in order to secure space for your group. **Please complete the following and return it to Hesperus with a check for the deposit amount.**

Church \_\_\_\_\_

Group Leader/Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Church Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**Deposits:** A deposit is required for each overnight reservation. Deposits are non-refundable and non-transferrable. I wish to make reservations for the following number of spaces:

**DAY ONLY:** FRIDAY: \_\_\_\_\_ People **NO Deposit Due**  
 SATURDAY: \_\_\_\_\_ People

**OVERNIGHT:** \_\_\_\_\_ People x \$5/Person = \$ \_\_\_\_\_ **Deposit Due**

NOTE: Lodge rooms provide all linens, while cabin bunks have NO linens provided. All Lodge rooms sleep only 2 people. I want to reserve the following number of rooms for the people I have staying overnight.

- \_\_\_\_\_ Lodge Rooms (2 twin beds)
- \_\_\_\_\_ Lodge Rooms (1 queen bed)
- \_\_\_\_\_ Lodge Rooms (1 full bed)
- \_\_\_\_\_ Cabin Bunk Bed (NO linens provided)

**Registration: DAY ONLY**  
 Registration: \$14/person/day (includes 1 meal)

**OVERNIGHT**  
**LODGE:** \$75/person for the 1<sup>st</sup> person in the room (includes lodging and 3 meals)  
 \$44/person for the 2<sup>nd</sup> person in the room (includes lodging and 3 meals)  
**CABIN:** \$44/person (includes lodging and 3 meals)

**Waiting List:** Once space becomes sold out, your reservations will be added to a waiting list according to the date and time the reservations were received. If space becomes available, you will be contacted to determine whether you want the available space(s). If you decline the space(s), your deposit will be refunded. If you accept the space(s) the deposit becomes non-refundable. To allow this process to work out, waiting list deposits will be refunded after camp starts.

**Deadline:** April 24, 5:00pm; all registrations must be in by this date in order to secure a space.

Make a copy of this form after it has been filled out. Keep one for your records. Mail the completed form and a check to **Hesperus Camp**.

**I understand and agree that:**

- This form and the respective deposits **must be received in the camp office to secure reservations**.
- Final payment** is due upon arrival at camp, must be **paid with a church check**, and it will be deposited the next business day.
- A reservation is required for each person attending, including DAY ONLY, so that the correct amount of food can be prepared.**
- I have read and will, for the sake of stewardship and effective ministry, comply with all policies stated above.

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_



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## GROUP BOOKING MODIFICATIONS

Once you have completed the GROUP BOOKING FORM and sent it in with the deposit you have successfully reserved bed and meal spaces, unless we were sold out and you were put on a waiting list. In managing reservations we understand that things change, and know that they change in a variety of ways. As such we have outlined below the scenarios that we commonly encounter when Group Bookings need to be modified. Should you need to make modifications please contact our office at 970-385-4389.

### Lodging MODIFICATION (only to trade previously reserved spaces for additional spaces in a different housing type.)

I am keeping the same number of reservations, but I wish to trade previously reserved space for additional space in a different housing type.

Conditions: There must be space available in the desired housing type in order to accommodate the change.

Obligations: There are no additional obligations when making these changes.

### Booking DECREASE – DAY USE or OVERNIGHT

I wish to DECREASE the number of spaces I have reserved for camp.

Conditions: There are no conditions that will prevent a decrease in your reservations.

Obligations: When cancellations are made there is an automatic **forfeit of the deposit** for each space.

### Booking INCREASE – DAY USE or OVERNIGHT

I wish to INCREASE the number of spaces I have reserved for camp.

Conditions: There must be space available in the preferred lodging type in order to accommodate the change.

Obligations: As with the original reservations, additional reservations must be accompanied by a non-refundable deposit.

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## THE PROCESS

1. **Call the Hesperus office at 970-385-4389.** You will be sent a form to sign and return to the office to finalize your changes.
2. The form and the respective deposits **must be received in the camp office BY THE APPROPRIATE DEADLINE to secure reservations.**