

The King's Way – Retreat Center
1023 Kitchen Dick Road
Sequim, WA 98382
Phone: 360-683-8020

Guest Group Agreement

Guest Group Information:

Guest Group Name:

Contact Person:

Correspondence Address:

Phone Number:

HOME:

WORK:

CHURCH:

FAX:

Retreat Information:

Scheduled Number of Guest:

Retreat Date:

Arrival Time:

Number of nights:

Departure Time:

Additional Arrangements:

Financial Responsibility:

1. We agree to pay **\$12.00** per person, per night. Note: (This rate is for dormitory lodging only. Private and/Semi-Private rate(s) are not included.) We understand that **our billing will be for at least 25 full time guests as stated on this contract, and that, should our number of Retreat or day use attendees increase beyond the above amount, we will be billed accordingly. Groups of less than 25 pay minimum fee of \$300.00 per night. We also understand that our group may not exceed 75 Guests. Please NO PETS.** Remaining balance due upon arrival.
2. We agree to pay a deposit of ½ down plus a damage deposit of \$150.00 for a total deposit amount of \$_____. The fee must accompany this application in order to hold the desired dates. The damage deposit is refundable within 30 days. *The deposit is due no later than 90 days prior to event. Reservation is not secured until deposit is received.*
3. In the event that the applicant cancels a scheduled conference or retreat 180 days or more in advance, the reservation deposit will be refunded, less a \$50.00 administrative fee. **Groups canceling 90 days or less will be charged 40% of the guaranteed minimum charge of their contract unless King's Way Retreat Center is able to arrange a replacement group generating comparable income. This charge is due 15 days from the date of cancellation. In the event that our group cancels within 90 days we understand our cancellation fee would be \$_____.**
4. It is agreed that if the applicant fails to return this application with the necessary deposits on or before _____, King's Way Retreat Center can, without notice, schedule the facilities covered by this application to a third party.

King's Way Retreat Center does not provide medical services or supplies. Call 911 in case of emergency. Guest groups are financially and physically responsible for clean-up of bloodborne pathogen spills. Guest groups are responsible for their own activities and liability insurance. Please remember to send proof of insurance with this Guest Group Agreement

I (Authorized Representative), HAVE READ THE GUEST GROUP AGREEMENT AND RETREAT CENTER GUIDLINES AND AGREE ON BEHALF OF _____ TO THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT, INCLUDING THE ENCLOSED GUIDELINES.

Signature of Authorized Representative

Date