

Red Barn Retreats Reservation Form and Contract

Return by fax: 888-615-2250, email: Marty@RedBarnRetreats, mail: 51654 164th St. Garden City, MN 56034

Today's date:

Purpose of meeting:

Predicted Attendance:

How did you hear about Red Barn Retreats?

Identify dates and times of reservation requested:

Arrival date:

Arrival time:

Departure date:

Departure time:

Rates:

Weekend Retreat (exclusive facility use) for 10 people

Friday 12:00 noon - Sunday 6:00 pm, \$740 +tax

Add Thursday 12:00 noon - Sunday 6:00 pm, \$980 +tax

*Is your group too small to affordably rent the entire facility?

Call 866-430-1717 for more information.

Weekday Retreat (exclusive facility use) for 10 people

Monday 12:00 noon -Wednesday 6pm, \$690 +tax

Monday 12:00 noon -Thursday 6pm, \$830 +tax

Week Retreat (exclusive facility use) for 10 people

7 consecutive days, \$1780 +tax

Day Retreat: Monday-Thursday, 8am-5pm, \$275/day +tax, (exclusive facility use)

Day Retreat: Monday-Thursday, 8am-5pm, \$175/day +tax, kitchen & 1st floor meeting room use only

MN tax 6.875%

Organization Description: Personal Business Nonprofit Club Other _____

Handicap accessibility required: Yes

Contact person:

Organization name (if applicable):

Address:

Phone:

Email:

Cancellation-Reschedule/Refund Policy

Signing up for a retreat is a mutual time commitment. If you cancel or reschedule 120 days or more prior to your retreat start date, your retreat fees are fully refundable (minus a \$150 processing fee).

If you cancel or reschedule 90-119 days prior to your retreat start date, you'll receive a refund for one-half of your fees (minus a \$150 processing fee).

As you can imagine, the closer you cancel or reschedule to the start date of your retreat, the harder it is to find someone to take your place. For this reason, if you cancel or reschedule within 90 days of your retreat start date, fees are not refundable.

In the unlikely event that a retreat is cancelled by *Red Barn Retreats*, we'll promptly send you a full refund.

Payment Methods

Final payment will be made at the conclusion of your retreat. You can pay by check or credit card. An additional 4% will be added to your bill when using a credit card due to credit card processing fees.

Deposit Policy

A credit card will act as the reservation and security deposit for your retreat. No charge will be made on your credit card. If you would rather not use a credit card, you can include a check for \$300 made payable to Red Barn Retreats. Red Barn Retreats will deposit this check and apply it towards your upcoming retreat. Guests at Red Barn Retreats are responsible for any and all damages to property apart from normal wear and tear. If damage to any property is found at the time of check-in, please immediately contact the Red Barn Retreats manager on duty to ensure that you will not be held liable for this damage.

Hold Harmless Agreement. The undersigned forever releases, discharges and covenants to hold harmless Red Barn Retreats and any of its employees or agents or any person, firm or corporation charged or chargeable with responsibility or liability that may arise in connection with the use of the Red Barn Retreats facility and grounds.

Indemnity. The undersigned hereby indemnifies the Red Barn Retreats and its agents and employees and any and all persons or entities who may be chargeable with liability against all losses, costs, and expenses, including reasonable attorney's fees incurred by Red Barn Retreats or its agents, employees or any entities as a result of the use of the Red Barn Retreats facility and grounds.

I hereby certify that I am at least eighteen years of age and have read and agreed to the contract terms and Red Barn Retreats policy which constitute the entire agreement. If I am acting as agent or agents for any other person or entity, then I have the authority to act as such agent. I hereby acknowledge receipt of this contract. I understand this reservation is not confirmed until this form is signed by an authorized agent of the organization and the deposit and any fees via check or credit card are received. If the Red Barn Retreats facility and grounds are not left in the condition in which it was found or materials are missing from the Red Barn Retreats facility and grounds, I agree to pay the cost of cleaning, repairs or material replacement. I understand Red Barn Retreats reserves the right to cancel this reservation.

I agree to check-in with the Red Barn Retreats manager on duty prior to the start of the meeting. I also agree to contact a Red Barn Retreats manager on duty immediately following the conclusion of the retreat and comply with all checkout procedures.

Signature:

Date:

Print name:

Credit card number (Visa, Mastercard, Discover) _____ Expiration date _____(month/year)

CVV _____ (the three-digit CVV number is printed on the signature panel on the back of the card immediately after the card's account number)



Office use only

Fee received \$

Date

Check no. / Credit card no.

Other