

Red Barn Retreats Reservation Form and Contract

Today's date:

Name of event:

Predicted Attendance:

Purpose of meeting:

Admission will be charged

Fundraising will take place

Identify dates and times of reservation requested:

Date:

Arrival Time:

Date:

Departure Time

Rates:

Weekend Large Groups (exclusive facility use)

Friday 3pm - Sunday 6pm, \$640

Add Thursday 3pm - Sunday 6pm, \$880

*Too small a group to rent the entire facility?

Call 866-430-1717 for more information.

Weekday

Monday-Thursday, \$140/day, kitchen & meeting room use

Monday-Thursday, individual retreat, \$40/day

Monday-Thursday, \$260/day, exclusive facility use

Cleaning fee: \$50

MN tax 6.875%

Organization Description: Personal Business Nonprofit Club Other _____

Handicap accessibility required: Yes

Contact person:

Organization name (if applicable):

Address:

Phone:

Email:

Equipment requested

Sound System

Portable LCD projector (Banquet Room)

Portable LCD projector (Recreation Room)

Special Set-Up Request (if applicable): (Sketch your desired set-up indicating number and location of chairs and tables.)

Cancellation/Refund Policy

Signing up for a retreat is a mutual time commitment. If you cancel 120 days or more prior to your retreat start date, your retreat fees are fully refundable (minus a \$150 processing fee). If you cancel 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 to the start date of your retreat, the harder it is to find someone to take your place. For this reason, if you cancel 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.

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 meeting 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

51654 164th St. | Garden City, MN 56034 | Telephone 866.430.1717 | Web site www.RedBarnRetreats.com

