

Lake Doniphan

CONFERENCE AND RETREAT CENTER
12856 Doniphan Lake Rd. Excelsior Springs, MO 64024
(816) 630-1523 Fax (816) 630-2224 www.lakedon.org

TWO-NIGHT WEEKEND RESERVATION CONTRACT

USER GROUP: _____ EVENT DATE(S) _____

NATURE OF GROUP/EVENT _____

CONTACT PERSON: _____

ADDRESS _____

E-mail: _____

PHONE: (Day) _____ (Evening) _____ (Fax) _____

ARRIVAL (DATE / DAY / TIME): Leaders _____ Participants _____

DEPARTURE (DATE / DAY / TIME): Leaders _____ Participants _____

PROJECTED NUMBER OF GUESTS: _____

WEEKEND RATE: \$119 per person with 4 meals/ \$70 per child 5-12 years, on family retreats, sleeping in same room as parents. Based on double occupancy or more. Groups wishing to bring their own sheets and towels can reduce their rate by \$3 per night or \$6.00 for the weekend. (\$113 pp/\$62 per child) There is no charge for children 4 years and under.

One-night/3-meal rate: \$72 pp/ \$53 per child. If group brings their own linens: \$69 pp/\$50 per child.

Minimum usage fee of \$2400.00 per overnight group. Your final bill will be either this minimum fee or your actual charges, whichever is greater. Please keep a copy of this contract for your records.

INCLUDES: Lodging, bed & bath linens, meals, use of AV equipment and selected meeting room(s) appropriate to your numbers, full grounds use including recreation areas & equipment as scheduled, outdoor pool & lakes (seasonal). Additional meals/special requests/snacks available for an extra charge.

Lake Doniphan must receive a certificate of insurance before your event. This can be either commercial general liability or event general liability, covering bodily injury, personal injury, advertising injury, property damage, automobile liability and sexual abuse & liability coverage for events involving children. Lake Doniphan must be named an Additional Insured on each policy/certificate for your event date(s).

TERMS OF AGREEMENT: Your reservation is not confirmed until we have received this completed form and your 10% DEPOSIT and you have received a letter of confirmation from us.

A pre-payment of an additional 40% is normally due 60 to 90 days in advance of your event. Your preliminary guaranteed minimum number of participants is also due at this time. This is the minimum number for which we will prepare and for which you will be charged. Usually increases are no problem, but please call to confirm availability. Final charges will be for the final minimum number you give us 14 days beforehand, or the actual count, whichever is higher.

Payment in full for the guaranteed minimum number is to be made on or before your arrival at the retreat center. You will be invoiced for any additional charges, balance due within 15 days.

CANCELLATIONS: If you cancel more than 120 days before your event, your 10% deposit will be refunded. Cancellations less than 120 days before the event will forfeit the 10% deposit. Cancellations less than 90 days prior to event will forfeit the 40% pre-payment, unless we can book an event of equal size to take your place, or you reschedule and conduct your event within 6 months of the original event date. Fees paid will be retained for 6 months after the originally scheduled event date to be applied to a future event conducted within the 6-month period. After 6 months all fees paid and not used are forfeited.

ESTIMATED TOTAL \$ _____ 10% DEPOSIT \$ _____

AUTHORIZED

SIGNATURE _____ DATE _____