

Retreat Policies: Effective January 2021 (PLEASE READ CAREFULLY)

SECURING OF DATES FOR EVENT:

\* SIGNED CONTRACT AND \$1000 SECURITY/DAMAGE DEPOSIT MUST BE RECEIVED WITHIN 10 DAYS OF RECEIPT OF CONTRACT (DEPOSIT NON-REFUNDABLE IN CASE OF CANCELLATION, BUT IS TRANSFERRABLE FOR A FUTURE DATE)

CLC RESERVES THE RIGHT TO RELEASE HOLD DATES IF SIGNED CONTRACT ALONG WITH \$500 SECURITY/DAMAGE DEPOSIT IS NOT RECEIVED WITHIN 10 DAYS OF RECEIPT BY RETREAT REGISTRANT

\* CERTIFICATE OF LIABILITY INSURANCE GIVEN TO CLC STAFF PRIOR TO EVENT DATES (IF CERTIFICATE CANNOT BE OBTAINED, NOTIFICATION MUST BE GIVEN TO CLC STAFF PRIOR TO EVENT DATES)

REFUNDING OF DEPOSIT:

\* NON-REFUNDABLE IN CASE OF CANCELLATION

\* REFUND WILL BE GIVEN WITHIN ONE WEEK OF DEPARTURE AFTER INSPECTION OF FACILITIES BY CLC STAFF

(IF RETREAT REGISTRANT NOTICES ANY DAMAGES UPON ARRIVAL THEY MUST NOTIFY CLC STAFF IN WRITING WITH TYPE AND LOCATION OF DAMAGES IMMEDIATELY; TO NOT DO SO COULD RESULT IN LOSS OF DEPOSIT)

\* CLC WILL PROVIDE OUTLINE OF DAMAGES FOUND (TYPE AND LOCATION) IN WRITING IF REDUCTION IN DEPOSIT IS NECESSARY

TIERED RETREAT PRICING POLICIES

\* THERE ARE NO PARTIAL RETREATS. EVERYONE THAT ATTENDS ANY AMOUNT OF THE EVENT MUST PAY THE FULL AGREED UPON PRICING STATED IN THE CONTRACT

\* REDUCTIONS OR INCREASES IN THE NUMBER OF RETREAT PARTICIPANTS MUST BE COMMUNICATED TO CLC STAFF 2 WKS PRIOR TO THE DATES OF EVENT

\* IF THE NUMBER OF PARTICIPANTS CHANGES AT ANY TIME, PRICING PER PERSON MAY BE ADJUSTED ACCORDINGLY (SEE TIERED PRICING CHART BELOW)

\* IF PRICING CHANGES ARE NECESSARY, CLC WILL NOTIFY RETREAT REGISTRANT AND A NEW CONTRACT WILL BE SENT. THE NEW CONTRACT MUST BE SIGNED BY BOTH PARTIES AND RETURNED TO CLC STAFF IMMEDIATELY.

CEDAR LAKE CAMP TIERED RETREAT PRICING CHART

1. Cooking Retreats
  - 1-29 - Lodging \$38 per person per night (**plus** \$9/meal)
  - 30-49- Lodging \$35 per person per night (**plus** \$9/meal)
  - 50-99 Lodging \$33 per person per night (**plus** \$9/meal)
  - 100+ Lodging \$30 per person per night (**plus** \$9/meal)
  
2. Non-Cooking Retreats
  - 1-29 Lodging \$41 per person per night
  - 30-49 Lodging \$39 per person per night
  - 50-99 Lodging \$37 per person per night
  - 100+ Lodging \$34 per person per night

*(Kitchen usage fees are calculated in these amounts )*

**ALL CHANGES TO CONTRACTS MUST BE DONE BY CLC STAFF; ANY CHANGES TO CONTRACT BY RETREAT REGISTRANT COULD RESULT IN LOSS OF DEPOSIT.**

**NON-ADHERENCE TO ONE OR MORE OF THESE POLICIES COULD RESULT IN LOSS OF DEPOSIT**

#### **ANIMAL POLICIES**

**\* CLC IS A PET-FREE FACILITY EXCEPT IN THE CASE OF SERVICE ANIMALS AND ANY PETS OWNED BY CLC STAFF. CLC STAFF MUST BE NOTIFIED AND PROVIDED PROOF OF CERTIFICATION OF ANY SERVICE ANIMALS PRIOR TO ARRIVAL. SERVICE ANIMALS MUST WEAR THEIR VEST WHILE ON CLC PROPERTY AND MUST BE SUPERVISED AT ALL TIMES**

**\* IF SERVICE ANIMAL MUST BE UNSUPERVISED FOR ANY REASON PLEASE CHECK WITH CLC STAFF AS TO WHERE AND HOW IT MUST BE HOUSED**

**\* CLC RESERVES THE RIGHT TO NOT ALLOW ANIMALS TO STAY ON PROPERTY IF PRIOR APPROVAL AND PAPERWORK IS NOT OBTAINED AND GIVEN TO CLC STAFF BEFORE ARRIVAL**

#### **FACILITIES, EQUIPMENT, FURNITURE, AND BEDDING POLICIES**

**\* ALL RETREAT PARTICIPANTS MUST PROVIDE THEIR OWN BEDDING FOR ALL CLC FACILITIES, INCLUDING HAWKEYE LODGE**

**\* NO FURNITURE OR EQUIPMENT IS TO BE REMOVED FROM ASSIGNED BUILDINGS WITHOUT APPROVAL BY CLC STAFF**

**\* ANY FURNITURE OR EQUIPMENT THAT IS MOVED MUST BE RETURNED TO ITS ORIGINAL PLACEMENT BY RETREAT PARTICIPANTS PRIOR TO DEPARTURE**

**\* ALL EQUIPMENT AND FURNITURE PROVIDED BY CLC MUST BE RETURNED TO ORIGINAL PLACEMENT BY RETREAT PARTICIPANTS PRIOR TO DEPARTURE**