



Cannon Beach Christian Conference Center

PO Box 398, Cannon Beach, Oregon 97110 (503) 436-1501 or (800) 745-1546

RETREAT GROUP APPLICATION AND CONTRACT

Name of Applicant/Organization: _____ Org Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Contact/Representative: _____ Wk Phone: _____ Hm Phone: _____

Address: _____ City: _____ State: _____ ZIP: _____

Arrival Date/Time: _____ Departure Date/Time: _____ E-Mail: _____

Buildings Reserved (# rooms per building): _____

Meeting Rooms Reserved: _____ Dining Room Reserved: _____

1. MISSION STATEMENT – STATEMENT OF FAITH – PURITY POLICY

- A. The above-named Applicant/Organization and Contact/Representative must agree with and adhere to the attached Cannon Beach Conference Center Mission Statement, Statement of Faith (Doctrinal Statement) & Purity Policy and must ensure that all teachings during the retreat reflect this agreement.
- B. Cannon Beach Conference Center may, at its discretion, cancel this retreat if CBCC management determines or observes disregard for item 1A.

2. DEPOSIT – CANCELLATIONS – CHANGES TO CONTRACT – MINIMUM

- A. Deposit: The applicant agrees to submit a deposit of **\$400.00** with this application/contract. Deposits are non-refundable and will be applied toward the total retreat bill. In the event the applicant's application is not approved, the deposit will be promptly refunded.
- B. Cancellations: In the event the applicant cancels a scheduled retreat, the entire pre-paid deposit will be forfeit. In the event the applicant cancels a scheduled retreat with less than nine months notice, the applicant agrees to pay a cancellation fee of **\$1,500.00** in addition to forfeiting the pre-paid deposit. In the event the applicant cancels a scheduled retreat with less than 3 months notice, the applicant agrees to pay a cancellation fee of **\$3,000.00** in addition to forfeiting the pre-paid deposit. Applicable charges will be due to Cannon Beach Conference Center within 30 days of the actual cancellation. In the rare instance that CBCC must cancel a scheduled retreat, the entire pre-paid deposit will be promptly refunded to the applicant.
- C. Changes to Contract, including Rescheduling: In the event the applicant reschedules a scheduled retreat nine months or more in advance, the deposit will be applied to the newly scheduled retreat, less a \$200.00 administrative fee. If the scheduled retreat is rescheduled with less than nine months notice, the entire deposit will be forfeit and a new deposit will be required. Rescheduled retreats must occur within the same calendar year or such rescheduling will be considered as a cancellation (see above cancellation charges). Changes to financial terms within this contract (changes in rates, meal plans, etc.) are not possible within three months of the scheduled retreat. Any changes prior to three months must be pre-approved in writing.
- D. Minimum: The applicant agrees to pay Cannon Beach Conference Center for all charges within 15 days of the departure date of the scheduled retreat. Although the actual final billing for this retreat will not occur until the retreat itself, the applicant agrees to pay a minimum of **\$3,000.00** for this retreat.

3. RATES – FEES – OTHER CHARGES

- A. The applicant agrees to the rates and fees appearing on both sides of this document. Any discounts have already been figured into these rates.
- B. No Shows OR Partial Stays: A final count must be phoned in to the Conference Center at least 5 DAYS prior to the scheduled retreat. For each "no show" below that final count, \$25.00 per scheduled person will be charged. Although discouraged, partial stays can only be accommodated by the Conference Center if arranged at least 5 DAYS prior to the scheduled retreat. Call the Conference Center for rates.
- C. A "Facility Fee" of \$25.00 is charged for each attending guest staying off site *when* contracted on site lodging was/is available. (Factored at 2 per room)
- D. "No Pets or Smoking in Rooms" Policy: A "Cleaning Fee" of \$75.00 per room is charged if this policy is disregarded.
- E. Ecola Creek Lodge Rooms: A \$50.00 per night fee is charged for each Ecola Creek Lodge room contracted but not used. (Exception: CBCC may allow up to 25% of the contracted rooms to be released IF at least 15 days notice is given. Exceptions must be approved by CBCC in advance and in writing). All standard guestrooms and suites at Ecola Creek Lodge require at least 2 paying occupants per room. Apartments require at least 3 paying occupants per room, possibly four. (See your Room Assignment Sheets for specifics). NOTE: Scholarships offered by CBCC are not valid at Ecola Creek Lodge.

4. APPLICATION DEADLINE – GENERAL

If the applicant fails to return this application/contract with the necessary deposit on or before the due date specified, the Conference Center can, without notice, schedule the facilities and dates (mentioned above) to a third party. This application/contract is NOT binding until BOTH parties have signed below.

Deposit and application DUE DATE: _____

As an authorized representative of the above-named Applicant/Organization, I have read the terms and conditions of this application/contract (with the attachments) and I hereby accept them, understand them and am in full agreement with them on behalf of the Applicant/Organization I represent. I understand that Cannon Beach Conference Center has the discretion to accept or deny this application.

ORGANIZATION / APPLICANT REPRESENTATIVE (sign here)

CANNON BEACH CONFERENCE CENTER REPRESENTATIVE

By: _____

By: _____

Position _____ Date _____

Position _____ Date _____

RATES CHARGED

ALL PACKAGE RATES ARE PER PERSON AND INCLUDE:

NIGHTS LODGING BREAKFASTS
DINNERS

(All taxes, and use of meeting facilities as described on the front of this application/contract are included in these rates)

PACIFIC VIEW		BEACH FRONT		TIDES	
# Guests Per Room	Rate Per Guest	# Guests Per Room	Rate Per Guest	# Guests Per Room	Rate Per Guest
1		1		1	
2		2		2	
3		3		3	
4		4 or 5		4	
5 or 6				5	
PACIFIC VIEW "BUNK" ROOMS				6	
1				7 or 8	
2					
3					
4					

Sample

EAST HAVEN		NORTH HAVEN - FRONT		ANCHORAGE	
# Guests Per Room	Rate Per Guest	# Guests Per Room	Rate Per Guest	# Guests Per Room	Rate Per Guest
1		1		1	
2		2		2	
3		3		3	
4 or 5		4		4	
		5 or 6		5 or 6	
		NORTH HAVEN - BACK			
		1			
		2			

ADDITIONAL NOTES:

* MEALS ONLY RATES (adults):	
BREAKFASTS:	9.10
DINNERS:	13.75
ALL MEALS:	

**SEE FRONT re: "Facility Fees"*

CHILDREN'S RATES:	
0-4 YEARS:	<i>**No charge for meals or lodging</i>
5-12 YEARS:	<i>½ meal cost and full lodging rate</i>

OPTIONAL COFFEE & REFRESHMENTS:	
30 Cup Urn:	35.00
50 Cup Urn:	40.00
80 Cup Urn:	45.00
100 Cup Urn:	50.00
Water Stations:	7.00/3.50
Communion:	15.00
Cookies:	4.80/doz
Fruit-Veg Tray:	call
Other:	

ECOLA CREEK LODGE ROOMS:
See Section 4E on this Application/Contract for policies that are unique to the usage of these rooms.

ADDITIONAL NOTE RE: CHILDREN:
Children ages 0 - 4 should not be factored into "# Guests Per Room" when factoring rates.