

Christian Renewal Center
2010 Deposit Policy Guidelines

Deposit calculations - A deposit of 25% of the estimated formal booking retreat date*, subject to the following:

- a) There is a minimum deposit of \$500 due for any overnight retreat
- b) Deposits for retreats of up to three nights are capped not to exceed \$1500.
- c) Deposits for retreats of more than three nights will be adjusted on a prorated equal to \$250 per night, excess of the three.

Booking procedure – upon contacting the CRC for a retreat date, the Retreat Organization will receive a Facilities Reservation Form (FRF 101) containing CRC booking guidelines and an amount of the deposit required to hold the retreat date.

- a) Retreat Organization will be given fourteen days from the date FRF 101 is postmarked to return the form signed by an authorized representative of the Retreat Organization with the minimum deposit of \$500*.
- b) The retreat dates will be held for the Retreat Organization until the end of the above mentioned fourteen day period, after which, in the case the deposit has not been made, the dates will be placed back into the pool of available dates. (This limitation is required because of the multiple requests pending for many of the dates and venues on the CRC calendar.)
- c) The remainder of the deposit (total deposit, less the \$500 minimum deposit made at the time of booking) will be due in full no later than 180 days prior to the first day of the retreat. The specific date and the amount of the remainder of the deposit will be clearly set out on the FRF 101.
- d) Failure to pay the remainder of the deposit within the required time may result in forfeiture of the right to the retreat dates and considered a cancellation by the Retreat Organization.

Cancellation Policy –

- a) Cancellation of a retreat prior to 180 days before the start of the retreat = \$0
- b) Cancellation of a retreat between 180 days to 121 days before the retreat = \$500
- c) Cancellation of a retreat between 120 days to 61 days before the retreat = 60% of the full deposit listed on FRF 101.
- d) Cancellation within 60 days of the retreat = 100% of the full deposit listed on FRF 101