

GROUP CONTACT GUIDELINES

ALTON L COLLINS RETREAT CENTER

- Please familiarize yourself with our use policies (included in this information packet) and communicate these policies with group members.
- We want to honor your group members= dietary needs. Please make us aware of any special dietary needs two weeks prior to your event. Menus are *Achef=s choice@* and are planned prior to your arrival.
- Our goal is to offer a pleasant atmosphere for your group. Please feel free to request a welcome from our staff during which we address your participants and answer any questions.

Contracts

You will receive a contract from us within 48 business hours of your reservation. Upon receipt of your contract, sign the contract and return with appropriate nonrefundable deposit.

Deposits- A \$50.00 per overnight room deposit is required for each overnight event:

- \$10.00 per overnight room is due with signed contract
 - \$40.00 final deposit is due 90 days prior to your event.
- A \$100.00 deposit per day meeting event is due with a signed contract.

All deposits are non-refundable and non-transferrable.

Overnight Events

Please be as accurate as possible in room count reservation. All deposits are non-refundable. The \$50.00 per overnight room deposit will be retained as a cancellation fee for unused rooms.

Two weeks prior to your overnight event,

- A complete rooming list is due with full names of overnight participants, roommates assigned, and special requests noted (handicapped, first floor, etc.). Additional overnight room requests will be based upon availability.
- A count of day-only participants and the meals they will take is also due at this time.

Forty-eight (48) business hours prior to your meeting or event

- A final guarantee of the number of day participants and the meals they will take is due. Your bill will be based on the number guaranteed. Day meetings require a \$100.00 per event minimum.

Payment of your bill is due upon departure unless other arrangements have been made.

Day Meeting Events

One week prior to your day meeting,

- Please confirm the number of participants, the meals they will require, meeting room set-up needs, and audiovisual equipment needs.

Payment of your bill is due upon departure unless other arrangements have been made.

Please contact us with any questions at alcrc@cascadeaccess.com
or 503-637-6411