Presbytery of Lake Huron
ATTN: Staci Percy
5560 McCarty Road
Saginaw, MI 48608

May 23, 2022

Dear Staci,

This letter verifies your reservation for Presbytery of Lake Huron Pastors Retreat at St. Francis Retreat Center as follows:

- Arrival Date: **Sep 13, 2022**
- Arrival time: **3:00 PM**
- Departure Date: **Sep 15, 2022**
- Departure time: **1:00 PM**
- Your estimated number of guests is: **20**
- A deposit of **$720** is due by **June 23, 2022** to confirm your reservation
- The final number of guests must be received in our offices one week prior to arrival

The deposit amount is 20% of your estimated cost and is based on information you provided. Changes in your reservation may affect your cost. Your reservation will be confirmed when the deposit and signed copies of the enclosed cost estimate and Rental Guidelines are received.

Any guests who have medical food allergies or who are vegetarian or vegan should email foodservices@stfrancis.ws a minimum of one week prior to arrival to discuss the menu and how we may be able to accommodate their needs, and what items they may need to provide.

If no final count is received by one week prior to your arrival, billing will be based on the original estimate or actual count, whichever is greater.

Sincerely,

Rachel Haught
517.388.3868
rhaught@stfrancis.ws

703 E. MAIN STREET DEWITT, MI 48820



517.669.8321 | WWW.STFRANCIS.WS

SAINT FRANCIS
RETREAT CENTER

Rental Guidelines

Thank you for making a reservation at St. Francis Retreat Center. Please review the following carefully and return a signed copy of the Rental Guidelines with your deposit.

- Our after-hours phone number is 517-388-0783. Additional emergency contact numbers are posted on the front door of the Retreat House.
- St. Francis Retreat Center does not allow smoking in any of its buildings. Smoking in the building will result in the assessment of a fee to cover the cost of additional cleaning.
- No alcohol is permitted when any youth under age 21 are present. Visibly intoxicated persons may be removed from the Retreat Center grounds at the discretion of Retreat Center management. The possession, smoking, or ingesting of marijuana, and the possession or use of any controlled substance, is prohibited on Retreat Center grounds. Persons with a prescription for the use of marijuana must seek approval of Retreat Center management for use on the property.
- Documentation is required to have a service animal accompany a guest in Retreat Center buildings. Companion animals are not permitted in Retreat Center buildings.
- Final count is due one week prior to your arrival. Please provide us a copy of your agenda and list of guests attending/room assignments prior to your arrival so that, in the event of an emergency, we know who is on the Retreat Center grounds. Changes to your guest list should be provided upon arrival.
- To assist you in having a successful event with us, please let us know in advance of your need for tables, chairs, audio-visual, and other equipment.
- Handicap accessible lodging rooms are available upon request. These rooms include baths equipped to accommodate a wheelchair and can include a lift chair if needed.
- Overnight accommodations are generally available beginning at 3:00 PM. Check out is at 11:00 AM on the day of your departure, unless other arrangements have been made. All bed linens and towels are included with your room fee.
- Breakfast is served at 8:00 a.m. weekdays, 8:30 a.m. weekends. Lunch is served at 12:00 p.m. Dinner is served at 6:00 p.m., 7:00 p.m. Friday. Groups of more than 70 participants are asked to split into two groups for meals. Meals will be served 30 minutes apart or in separate dining rooms at the discretion of the Retreat Center.
- If any members of your group have special medical dietary needs or food allergies, we ask that they contact Food Services a minimum of one week prior to arrival to discuss how we can accommodate their needs. They are also encouraged to contact the kitchen upon arrival to discuss the menu.
- When a small group has scheduled an event, we may schedule other groups in the same building at the same time. Meeting and guest room usage will be assigned by our staff based on each group's needs.

I agree to the above guidelines, and I understand that it is my responsibility, as the primary group contact, to ensure that said guidelines are enforced while **Presbytery of Lake Huron Pastors Retreat** is at St. Francis Retreat Center.

_____ _____

Signature Date

PLEASE RETURN A SIGNED COPY WITH YOUR DEPOSIT

Presbytery of Lake Huron Pastors Retreat

Sep 13 - 15, 2022

Financial Information

Charges

Date	Description	Total
Sep 13, 2022		
Sep 13, 2022	Lodging RH ($40.00 x 20 Rooms)	$800.00
Sep 13, 2022	Dinner ($15.00 x 20 Guests)	$300.00
Sep 13, 2022	Conference Room - Full Day ($11.00 x 20 Guests)	$220.00
Sep 14, 2022		
Sep 14, 2022	Lodging RH ($40.00 x 20 Rooms)	$800.00
Sep 14, 2022	Dinner ($15.00 x 20 Guests)	$300.00
Sep 14, 2022	Lunch ($12.00 x 20 Guests)	$240.00
Sep 14, 2022	Conference Room - Full Day ($11.00 x 20 Guests)	$220.00
Sep 14, 2022	Breakfast ($8.00 x 20 Guests)	$160.00
Sep 15, 2022		
Sep 15, 2022	Lunch ($12.00 x 20 Guests)	$240.00
Sep 15, 2022	Breakfast ($8.00 x 20 Guests)	$160.00
Sep 15, 2022	Conference Room - Partial Day ($7.00 x 20 Guests)	$140.00

Total Estimated Cost: $ 3,580.00

Your paid deposit of $720 and signed copies of this cost estimate and rental guidelines will confirm your reservation. Rate changes may occur due to market conditions on food, utilities, etc.

I/We have read the terms and conditions above and wish to confirm the booking details above.

Signed: _____ Date: _____

Checks can be made payable to St. Francis Retreat Center