



# RESERVATION AND USE AGREEMENT

Located at Bethel Creek Lodge

8780 NW Bethel Farms Road, Arcadia, FL 34266

Name of Group/Organization:			
Address:	City:	State:	Zip:
Contact Person:		Email:	
Address:	City:	State:	Zip:
Phone:	Cell:	Fax:	
Reservation date(s):		Arrival time:	Departure time:
Group Size:			
Please check one: <input type="radio"/> Overnight Lodging <input type="radio"/> Day Conference			
Retreat total: \$			

*Please fill in the following options for meals*

## MEALS AND SNACK

Please check all food (additional cost) needed for your event if applicable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Lunch							
Dinner							
Snacks							

**See Terms and Conditions for details on minimums, fees, liability requirements, cancelation policies and any other related policies.**

**An invoice will be generated for your convenience itemizing the fees that will include security deposit, overnight or day conference and any extra requirements (example; meals) to help with your event.**

**25 % Deposit is due with signed reservation agreement within 14 calendar days of receiving agreement.**

**Deposits can be made using one of the following options:**

- A. Link provided through invoice
- B. Check payable to: Refuge Retreat, Inc. and mailed to 8780 NW Bethel Farms Rd. Arcadia, FL 34266.

**30 calendar days prior to arrival: *Your certificate of liability insurance and final payment is due.***

**10 calendar days prior to arrival: Last opportunity to contact Refuge Retreat with any additions for your event. *All additional attendees must be paid in full at this time.***

**The departure process requires your group representative complete an exit inspection along with a Refuge Retreat representative before leaving the grounds and discuss any issues or matters that require any action.**

**We, the undersigned, have filled out the above application to the best of our knowledge. We agree to the attached Terms and Conditions and request use of Refuge Retreat.**

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**(Signature of responsible party(s) for Organization)**

***(A Confirmation of your signed reservation will follow by email)***

