

PRESBYTERIAN ASSOCIATION GUIDELINES FOR REGISTRATION AND GENERAL INFORMATION

Guests may choose to register for one or two weeks (see form) for the 2023 season. Please note the following:

1. Send in the completed application along with your **complete payment** when you register.
2. Cancellations made prior to May 1 will result in the cancellation fee of \$100 per person. Between May 1 and June 15, you will be refunded 50% of your fee. After June 15, 100% of your fee will become a donation to the Presbyterian Association of Chautauqua, and you will receive notification for tax purposes. **We recommend that you purchase travel insurance to cover unexpected cancellations.**
3. The application is available from our website: www.presbychq.org.

The 2023 registration fee \$920 per person which covers lodging (7 nights) and meals. (No refunds are given for missed meals or nights.) **Reduced registration fees are available** for Presbyterian clergy and spouses and for Presbyterian Church USA laity or church employees (see registration form). Children under 13 are free; 13-21 are \$275 and they must be in the same room as their adult. A discount is offered for single rooms that share a bath.

Our policy on **TIPS** has changed. The fees listed are all-inclusive; \$35 of your fee goes towards a staff gratuity. Cash tips are no longer expected. Donations to the Presbyterian Association are always welcome as they help further our ministry of providing affordable, comfortable housing during your stay at Chautauqua.

GENERAL INFORMATION

- Please note that the above fees are for your stay at the Presbyterian House only. You must purchase gate and parking passes from the Chautauqua Institution (www.chq.org). We DO NOT sell these tickets at the House.
- Bedrooms have ceiling fans and are air conditioned. Double rooms and family rooms have private baths. Single rooms may have a private bath or have a sink with shared bathroom facilities.
- **While every effort is made to provide satisfactory rooms for all guests, we cannot promise to fulfill specific room requests.**
- **Check-in time** is Saturday between 2:00 and 4:00 pm. Please try to arrive within this window so that staff is available to help you move in. After 4:00 pm be prepared to move yourselves into the facility. Dinner will be served at 5:45 pm. Please call us if you will be late at **OFFICE NUMBER-716-357-5011**.
- **Space is limited** – please keep this in mind especially if you have any equipment (walkers, wheelchairs, eg) with you. While we are handicap accessible, guests must be able to navigate our facility independently.
- You have use of the common areas, porches, and patio. **Bed/bath linens and three meals a day are included in your registration fees.** Each room has an umbrella, hair dryer, and alarm clock for your use. Seat cushions and blankets may be borrowed from the storage cabinets in the living room.
- Balanced, nutritious meals are prepared daily. We are unable to accommodate special food preferences.
- You will need to bring your own electronics, toiletries, beach towels, or other personal items for your stay.
- All guests are expected to be considerate and respectful of the privacy and dignity of others.
- Parents are responsible for the safety, welfare, and behavior of their children. There are no TVs in the house.
- **Check-out** is Saturday at 9:00 am. We ask guests to remove their belongings from their rooms by 8:00 am so that we can prepare for incoming guests. A short-term pass can be obtained at the gate for packing purposes.

SMOKING, PETS, AND ILLEGAL DRUGS AND/OR OTHER SUBSTANCE ABUSE ARE NOT PERMITTED! ABUSE OF ANY OF THESE WILL RESULT IN IMMEDIATE EVICTION.

CHAUTAUQUA INSTITUTION CHARGES A GATE FEE FOR ANYONE OVER THE AGE OF 12. THIS IS IN ADDITION TO YOUR PRESBYTERIAN HOUSE FEES. Parking is available in the Chautauqua Institution lots across the street from the Welcome Center. Hired limousine service is available for transportation to and from the Buffalo, Erie, and Jamestown airports.

***PLEASE NOTE: Because we don't know what the status with COVID will be next summer, all guests MUST bring proof of their COVID vaccines. Thank you for understanding. Questions? Call 203-605-1544 or email info@presbychq.org.

2023 REGISTRATION APPLICATION FORM FOR PRESBYTERIAN HOUSE

Please print one form per room. Complete both pages. Incomplete applications will not be honored.

(Please write legibly; it will help us record your information correctly.)

Name: _____ email _____

Address: (street, city, state, and zip) _____

Primary Phone: _____ 2nd Phone _____

If you have stayed at the Presbyterian House before, please indicate the most recent year _____

CHECK AS APPROPRIATE AND SUPPLY REQUESTED INFORMATION **Note new fees**

____ Presbyterian Clergy (and spouse): Current church name & full address _____

Retired? (List last church served with address): _____

Fee: \$810 per person (\$710 for single with shared bath)

____ **Presbyterian Laity/Employees:** Current church name & full address _____

Fee: \$865 per person (\$765 for single with shared bath)

____ **All Others: Fee: \$920 per person (\$820 for single with shared bath)**

Number of adults (age 22+) included with this application, staying in this room: _____

Number of children staying in this room: _____ **Fee:** Age: 0-12 **free** Age 13-21: **\$275 per person**

Names and birth dates: _____

Week(s) Requested: (one or two weeks). **All weeks are from Saturday afternoon until the following Saturday morning.**

1st choice dates _____ Week # _____

2nd choice dates _____ Week # _____

3rd choice dates _____ Week # _____

Choices for a **second week:**

1st choice date _____ Week # _____

2nd choice date _____ Week # _____

3rd choice date _____ Week # _____

We will attempt to accommodate your request. Applications for either one or two weeks must be paid in full at the time of application. You will receive confirmation per enclosed guidelines. Please be sure your email above is legible.

Emergency Contact:

Name: _____ Relationship: _____

Phone: _____ email: _____

If you plan to share a room with someone applying and paying separately, please list that person's name:

Name: _____ Phone: _____ Email: _____

Address: _____

PLEASE READ & SIGN: I have read and will abide by the cancellation policy: Cancellations made before May 1 will be refunded minus \$100 fee. Cancellations made between May 1 and June 15 will receive a refund of 50% of your fee. There are no refunds after June 15 and your fees will be considered a donation to the Presbyterian Association. Travel insurance is highly recommended.

Signature: _____ Date: _____

FEE ENCLOSED If you pre-registered, you will be billed after October 1. All others, payment is due at time of reservation.

Presbyterian clergy, spouse	\$810 (\$710 w shared bath) per person x _____	\$ _____
Presbyterian laity/employees	\$865 (\$765 w shared bath) per person x _____	\$ _____
All others	\$920 (\$820 w shared bath) per person x _____	\$ _____
Youth ages 13-21	\$275 per person x _____	\$ _____
Total enclosed:		\$ _____

Please return this form and the total registration fee to:

Presbyterian Association, P.O. Box 1039, Chautauqua, N.Y. 14722

Questions: Call 203-605-1544 or email info@presbychq.org. Office number is 716-357-5011.

PLEASE NOTE: We regret that we cannot accommodate special diets. We do offer a varied, balanced menu.

PLEASE indicate any adaptive equipment you may be bringing (wheelchairs, walkers, scooters). Space is limited:

In an emergency, will you need special assistance: _____ Yes _____ No

REMINDER: We will most likely still require our guests to present proof of vaccination. You will need to purchase gate and parking passes separately (www.chq.org) from this accommodation request.

For office use only

Date application received _____ Confirmation date _____ Check # _____

Payment received \$ _____ Week # _____ Room # _____