



## Fair Havens Ministries Retreat & Conference Centre

### INQUIRY

Thank you for considering Fair Havens for your event. We are happy for the opportunity to partner with you to make your event a success!

Our goal is to “exceed your expectations” and provide a place of service, comfort and peace during your stay with us. To make this a reality, please complete and return the following to [retreats@fairhavens.org](mailto:retreats@fairhavens.org) :

Date of Inquiry (Today’s Date): \_\_\_\_\_

Name of Individual Making the Inquiry: \_\_\_\_\_

Desired Campus for Event (circle one):                  Fair Havens                  Fair Glen Youth Camp

Group Name: \_\_\_\_\_

Organization Address (if applicable): \_\_\_\_\_

Organization Phone Number (if applicable): \_\_\_\_\_

Name of Coordinator: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Anticipated Number of Adults: \_\_\_\_\_ Anticipated Number of Children (5-12): \_\_\_\_\_

Preferred date(s) #1: \_\_\_\_\_

Preferred date(s) #2: \_\_\_\_\_

Preferred date(s) #3: \_\_\_\_\_

The following meals are requested: \_\_\_\_\_

\_\_\_\_\_

Preferred style of accommodation (check or highlight the following):

- Standard (lodge-style; shared bathrooms and common spaces for your guests)
- Premium (motel and hotel-style accommodations with two double or queen beds, and private ensuite bathrooms)
- Premium Suites (two bedrooms, kitchenette, common area, and bathroom)
- Economical; Lodges or Cabins with bunks; bring your own bedding

What are you looking for in a Meeting Space?:

- Casual and intimate (couches, chairs)
- Workshop/classroom space (tables and chairs)
- Traditional (stage; chairs facing stage)
- Additional meeting spaces for small group discussions
- Recreational/games space
- Other (describe): \_\_\_\_\_  
\_\_\_\_\_

Have you been to Fair Havens before?

- Yes
- No

How did you hear about Fair Havens: \_\_\_\_\_

Any additional notes/comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Prior to Booking:

You will be contacted with your personalized quote via email, or contacted for additional information. Please allow one week for the processing of your inquiry. Along with your quote, you will receive a document containing Fair Havens Ministries' Policies, Terms, and Conditions. We require your signature on this document prior to booking your event.

In order to reserve your rooms and dates, Fair Havens Ministries requires a Booking/Damage Deposit of the greater amount of \$500 or 10% your overall retreat cost. **Although you may receive a quote for particular dates and space, our facilities are first come/first serve by way of Booking Deposit.**

This deposit will be held for 2 weeks after the retreat, at which time it may be transferred to the same dates next year or refunded at your request (therefore it is not listed in your quote, or considered a deductible payment from your retreat cost).