

GROUP BOOKING RENTAL AGREEMENT



Thank you for choosing to host your upcoming retreat at Fair Havens.

We are looking forward to partnering with you to make your event a success! Our goal is to provide a place of service, comfort and renewal. If you have any questions, please do not hesitate to contact the Fair Havens Group Bookings Coordinator who will be collaborating with you throughout this process.

Please note that the Group Bookings Rental Agreement must be reviewed and signed to confirm your understanding of our policies. This contract does not lock in prices for retreats scheduled for the following year, as they are subject to change.

Release of Liability

While every precaution shall be taken to ensure the good welfare and protection of the individual retreat guests, Fair Havens is hereby released from any and all liability in the event of any accident or misfortune that may occur to an individual within the guest group. In the event of any illness, accident or misfortune, the guest group recognizes that Fair Havens is not liable or obligated to pay for any medical or other expenses. You will be required to obtain 'Proof of Insurance' to protect the individual guests in attendance. If you are not able to obtain this, Fair Havens will provide a Waiver of Liability that each guest will be required to sign upon arrival, at the request of the Fair Havens Group Bookings Coordinator.

Booking/Damage Deposit

A Booking/Damage Deposit is required to reserve your retreat date(s) and space. This deposit is calculated at approximately 10% of the total quoted invoice amount, or \$500.00, whichever is greater. The booking is confirmed once the deposit has been paid. This document is required to be signed and returned within two weeks.

Retreat/Event Cancellations and Date Changes

1. Cancellations and date changes up to 6 months prior to retreat: Booking Deposit will be refunded in full.
2. Cancellations and date changes from 6-3 months prior to retreat: 50% of the Booking / Damage Deposit will be forfeited.
3. Cancellations and date changes less than 90 days prior to retreat: 100% of the Booking / Damage Deposit will be forfeited. Additionally, the Per Person Deposit will be forfeited for cancelled Retreats/Events only.

Booking/Damage Deposit Refund

All Booking/Damage deposits will be held for up to 2 weeks following your retreat/event as a damage deposit. The cost of any damage(s) incurred during your retreat, if applicable, will be deducted from this deposit. Any remaining balance will be refunded to your group, or transferred to a future booking at the request of the guest group's coordinator.

Premium Fees

1. **One Night Premium:** Your group will be charged a One Night Premium rate of \$10 per person for all overnight guests who stay for one night only. Fair Havens does not accept one-night bookings in the months of May, June, September, and October. Under special circumstances Fair Havens may choose to void this rule at its discretion.
2. **Holiday Premium:** If your retreat falls on a Statutory Holiday, then the Holiday Premium rate of \$10 per person will apply to all of your guests.
3. **Day Guest Premium:** Any guest(s) who is attending your retreat for just the day, will be charged the Day Guest Premium rate of \$10.00 per person.

Estimated Attendance & Accommodations Required

A Minimum group size of 20 full paying retreat guests is required, unless otherwise authorized by the Group Bookings Coordinator.

To ensure a smooth experience, please confirm estimated guest numbers and accommodation needs within the specified timeframe below. For all group sizes, an updated and confirmed registration count is due:

- 6 months prior to arrival
- 3 months prior to arrival
- 1 month prior to arrival, FINAL numbers will be required

The following administrative fees will apply for decreases in guest count:

- 6 Months Before Arrival: The guest quantity may decrease by up to 50% of the original group size; any reduction beyond this will incur a charge of \$30.00 per guest.
- 3 Months Before Arrival: The guest quantity can decrease by up to 25% of the six-month group size; any further reduction will result in a fee of \$50.00 per guest.
- 1 Month Before Arrival: The guest quantity may decrease by up to 10% of the three-month group size; any additional decrease will be charged at \$80.00 per guest.
- From 1 Month to Arrival: The guest quantity may decrease by up to 10% of the one-month group size; any additional decrease will be charged at the full per person rate.

There are no additional fees for increasing total guest quantity; however, we kindly request that you confirm any desired increases with the Group Bookings Coordinator. This will ensure that your reserved meeting spaces and accommodations will meet your group's needs.

Guest quantity increases made less than one month before the arrival date must be approved by our Food Services Team.

Retreat/Event Food Services Requirements

- The minimum number of guests required to operate the Kitchen and Dining Hall is 20 or more. If your group consists of fewer than this number, you will join meal times with other retreats on-site.
- For retreats or events with an extended stay at Fair Havens, a requirement of two (2) meals per night is necessary.
- Day retreats or events do not have meal requirements; however, you are welcome to book meal times or join other on-site retreats if space is available, should you wish to have meals.
- If your group is participating alongside a larger on-site retreat, the larger retreat will determine which meals will be served during the stay.

Rebooking Your Retreat

Groups who stay for a minimum of two nights will be given the first right to rebook for the same date range and accommodations for the following year. You will have two weeks following your retreat/event to confirm this rebooking with the Fair Havens Group Bookings Coordinator. After this two-week period, the dates will become available to other groups, and the booking deposit will be refunded.

*Booking deposits for Day groups and One-night stay groups will be refunded after the retreat/event. Dates and space for the following year will not be held for these group types. Day groups and One-night stay groups will have the opportunity to book a retreat/event with Fair Havens within 6 months of their anticipated date(s) of arrival.

Prepayment Timeline

In addition to the initial 'Booking/Damage Deposit,' Fair Havens requires payments for the retreat or event to be made by specific deadlines prior to the arrival date:

- 3 Months Before Arrival: A non-refundable 'Per Person' deposit of \$50.00 must be paid, for every registered guest.
- 1 Month Before Arrival: Your group will be required to pay 50% of the reservation's amount owing.

Day of Arrival

1. **Payment in full** is required and must be paid on arrival at the Fair Havens Main office; Unless prior arrangements have been made with the Group Bookings Coordinator.
2. **Guest names & addresses** are required by Fair Havens in accordance with the Innkeepers Act. This can be provided on, or prior to your arrival.
3. **Proof of Insurance** for your retreats "off-site activities" is to be presented on, or prior to your arrival. If your organization does not have this type of coverage, then we will provide you with a Waiver of Liability for each guest to sign.

Failure To Provide Payment

Groups who fail to provide payment will be subject to late payment penalty fees:

1. Payment outstanding 1 month post departure will incur a 2% of total outstanding balance fee.
2. Payment outstanding 2 months post departure will incur a 3.5% of total outstanding balance fee, and a forfeit of 50% of the booking deposit provided.
3. Payment outstanding 3 months post departure will incur a 5% of total outstanding balance fee, and a forfeit of 100% of the booking deposit provided.

**Groups that fail to pay within a timely manner may not be eligible to rebook for the following year. This will be decided at the discretion of the Group Bookings Coordinator.*

Fair Havens Facility Guidelines

1. Check-In for your accommodations is 3:00 p.m.; and the Check-Out is 9:30 am unless otherwise arranged by the Group Bookings Coordinator.
2. Pets, alcoholic beverages, weapons, marijuana, and non-prescription drugs are not permitted anywhere on the Fair Havens property.
3. Fair Havens is a smoke free facility. For guests who smoke, we have a 'designated smoking area.' Please ask the Group Bookings Coordinator for details as required.
4. Noise curfew is 11 p.m. to 7 a.m. Please be courteous of the other groups who may be sharing our facility and grounds.
5. A key replacement charge of \$15.00 per Standard Room key and \$50.00 per Meeting Room / Accommodation Master Key will be billed to you for each key not returned.

Contract Agreement:

I have read and agree to the policies, and guidelines of this contract. I accept responsibility for providing this information to all participants and ensuring that Fair Havens Camp & Conference Centre receives full payment.

To be signed by the group's primary contact:

Group Name: _____

Retreat Dates: _____ **Reservation #:** _____

Primary Contact: _____

Signature: _____

Date Signed: _____