## Shepherd's Staff inc.

## Christian Conference & Retreat Center REXFORD, KANSAS

## **Event Reservation Contract**

Event Date(s)		
Arrival Time	First Meal	
Estimated DepartureTim	ne Last Meal	
Group/Organization	Contact Person	
Billing Address	City, State, Zip	
Contact Phone	Email	
vent, we require your non-refundable paym ou do not experience cancellations at the la	te enclose deposit with contract. Two weeks (fourteen days) before tent for meals. This helps us prepare for your event and helps ensurest moment. The balance is due upon your arrival at Shepherd's St	ire that aff.
ood Service: Please let us know as soon as po	ossible of any special dietary considerations requested by any membe	ers of your
Responsibility for Damage: Group agree amage to the buildings/fixtures beyond	es to guarantee payment for repair and/or replacement cost d normal wear and tear. No alcohol or tobacco use is perm	s for
Responsibility for Damage: Group agree amage to the buildings/fixtures beyone nywhere on Shepherd's Staff properties ancellations: In the event of a cancella	es to guarantee payment for repair and/or replacement cost d normal wear and tear. No alcohol or tobacco use is perm	s for itted oe held
Responsibility for Damage: Group agree amage to the buildings/fixtures beyone nywhere on Shepherd's Staff properties ancellations: In the event of a cancella	es to guarantee payment for repair and/or replacement cost d normal wear and tear. No alcohol or tobacco use is perm s or facilities. tion, the deposit and any monies paid towards lodging will l onths. Food payments are non-refundable and will not be re	s for itted oe held
Responsibility for Damage: Group agree amage to the buildings/fixtures beyone nywhere on Shepherd's Staff properties ancellations: In the event of a cancellator a rescheduled event within twelve me	es to guarantee payment for repair and/or replacement cost d normal wear and tear. No alcohol or tobacco use is perm s or facilities. tion, the deposit and any monies paid towards lodging will l onths. Food payments are non-refundable and will not be re	s for itted oe held
Responsibility for Damage: Group agreed amage to the buildings/fixtures beyond nywhere on Shepherd's Staff properties ancellations: In the event of a cancellator a rescheduled event within twelve may our signature below constitutes agreed Signature	es to guarantee payment for repair and/or replacement costs d normal wear and tear. No alcohol or tobacco use is perm s or facilities.  tion, the deposit and any monies paid towards lodging will I onths. Food payments are non-refundable and will not be rement to all of the above stipulations.	s for itted be held eturned.
Responsibility for Damage: Group agree amage to the buildings/fixtures beyond nywhere on Shepherd's Staff properties ancellations: In the event of a cancellator a rescheduled event within twelve more are signature below constitutes agreed Signature  Signature  Lethod of payment: Check	es to guarantee payment for repair and/or replacement costed normal wear and tear. No alcohol or tobacco use is permis or facilities.  tion, the deposit and any monies paid towards lodging will lonths. Food payments are non-refundable and will not be rement to all of the above stipulations.  Date	s for itted be held eturned.

Name on Card

**Food Service Options** 

Meal	Price Per Person	Days	Total Meal Price
Continental Breakfast (cereal, muffins, fruit, juice, coffee)	\$5.50 x people	x days	
Full Breakfast (eggs, meat, bread, fruit, cereal, juice, coffee)	\$7.50 x people	x days	
Light Lunch (soup, sandwich, chips, beverage)	\$7.50 x people	x days	
Full Lunch (salad, entree, vegetable, dessert, beverage)	\$9.50 x people	x days	
Dinner (salad, entree, vegetable, potato, bread, dessert, beverage)	\$12.50 x people	x_ days	
Snacks	\$4.00 x people	x days	
All-Day Beverage Service	\$5.00 x people	x_ days	
Banquet Service (table-side service)	\$15.00 x people	x days	
	Total Food Cost		

**Lodging Options** 

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Accommodations	Price	Days	Total Lodging Price
Lonesome Dove Boardin' House	\$65.00 x rooms	x days	
Bunks	\$25.00 x bunks	x_ days	
Prairie House (double occupancy)	\$75.00	x days	
<b>Houston House Bed and Breakfast</b>	\$95.00 xroom	x_ days	
Total Lodging Cost			

Linens & towels are provided with lodging.

to				
·				
btotal				
- \$100.00				
btotal				
\$				
Remaining Balance due upon arrival \$				

\* Sales Tax is applicable unless we hale a copy of your tax exempt form on file. Please include a copy of this form for our files.

Shepherd's Staff PO Box 70 \* 240 Main Street Rexford KS 67753



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