

Shepherd's Staff *inc.*

Christian Conference & Retreat Center

REXFORD, KANSAS

Event Reservation Contract

Event Date(s) _____

Arrival Time _____ First Meal _____

Estimated Departure Time _____ Last Meal _____

Group/Organization	Contact Person
Billing Address	City, State, Zip
Contact Phone	Email

Deposit: A \$100 deposit is required to reserve your date(s). This payment will be applied to your total fees, but is nonrefundable in case of cancellation. Please enclose deposit with contract. Two weeks (fourteen days) before your event, we require your non-refundable payment for meals. This helps us prepare for your event and helps ensure that you do not experience cancellations at the last moment. The balance is due upon your arrival at Shepherd's Staff.

Food Service: Please let us know as soon as possible of any special dietary considerations requested by any members of your

Responsibility for Damage: Group agrees to guarantee payment for repair and/or replacement costs for damage to the buildings/fixtures beyond normal wear and tear. No alcohol or tobacco use is permitted anywhere on Shepherd's Staff properties or facilities.

Cancellations: In the event of a cancellation, the deposit and any monies paid towards lodging will be held for a rescheduled event within twelve months. Food payments are non-refundable and will not be returned.

Your signature below constitutes agreement to all of the above stipulations.

Signature

Date

Method of payment: _____ Check _____ Credit Card (list card type: _____)

Credit Card Number: _____ Expiration Date _____ CSC _____

Billing Address for Card _____

Name on Card _____

