

Shepherd's Staff *inc.*

Christian Conference & Retreat Center
REXFORD, KANSAS

Event Reservation Contract 2017

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 \$150 deposit is required to reserve your date(s). This payment will be applied to your total fees, or held for one year in case of cancellation. Please enclose deposit with both pages of the contract with estimated numbers. Two weeks (fourteen days) before your event, we require your non-refundable payment for meals along with second page with guaranteed numbers. 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 your group

NO outside food may be brought in for Health safety.

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 _____ Cash

Food Service Options

Meal	Price Per Person	Days	Total Meal Price
<i>Flat Rate for Breakfast/Lunch/Dinner</i>	\$30.00 x ____ people	x ____ days	
Breakfast includes: <i>fruit, eggs, meat, bread, coffee, juice</i>			
Lunch includes: <i>Soup and sandwich, desert and drink</i> OR			
<i>Taco Bar, desert and drink</i> OR <i>Salad, sweet bread, finger sandwich and drink</i>			
Dinner includes: <i>Salad, entree, veg, potato, roll, drink, desert</i>			
Snacks (per set out - afternoon or evening)	\$5.00 x ____ people	x ____ days	
All-Day Beverage Service	\$5.00 x ____ people	x ____ days	
Please No Outside Food brought in.			
		Total Food Cost	\$

Lodging Options

Accommodations	Price	Days	Total Lodging Price
Lonesome Dove Boardin' House(dbl occ,)	\$75.00 x ____ rooms	x ____ days	
Bunks RH__ Main__ Hall__	\$27.00 x ____ bunks	x ____ days	
Prairie House (double occupancy)	\$85.00	x ____ days	
Houston House Bed and Breakfast	\$85.00 x ____ rooms	x ____ days	
		Total Lodging Cost	\$

Linens & towels are provided with lodging.

Total Meal Cost	\$
Total Lodging Cost	\$
Sales Tax (7.3%) if applicable*	\$
Subtotal	\$
Deposit Due with Contract	- \$150.00
Subtotal	\$
Meal Cost Due fourteen (14) days prior to event	- \$
Remaining Balance due upon arrival	\$

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

Shepherd's Staff
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