

Shepherd's Staff *inc.*

Christian Conference & Retreat Center

REXFORD , KANSAS

Event Reservation Contract 2026/2027

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 in your group

Only pre-packaged snacks 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

Group Name _____

Food Service Options

Meal	Price Per Person	Days	Total Meal Price
<i>Flat Rate for Breakfast/Lunch/Dinner</i> Breakfast menu includes fruit, eggs, meat, bread, juice and coffee. Lunch menus offer lighter fare such as sandwiches, salads, or soup, desert & drink. Dinner menu includes salad, entree, vegetables, potatoes, roll, desert & drink.	\$40.00 x _____ people	x _____ days	
Snacks (per set out - afternoon or evening)	\$5.00 x _____ people	x _____ days	
All-Day Beverage Service	\$5.00 x _____ people	x _____ days	
Only pre-packaged snacks may be brought in.			
We will accommodate for medically required special diets if we know the restrictions 2 weeks out.	Total Food Cost		\$

Lodging Options

Accommodations	Price	Days	Total Lodging Price
Lonesome Dove Bordin House ** 3rd pillow space if available	\$90.00 x _____ bedrooms \$45.00 x _____	x _____ days	
Bunks: Main Center ____ Hiram Hall ____	\$30.00 x _____ bunks	x _____ days	
Phillip Houston House 4 bedrooms - 8 pillow spaces	\$120.00 x _____ bedrooms	x _____ days	
Linens & towels are provided with lodging.	Total Lodging Cost		\$

**** 2 pillow spaces per room**

Total Meal Cost	\$
Total Lodging Cost	\$
Sales Tax (8.25%) if applicable	\$
* <u>PRESENT YOUR TAX EXEMPTION</u> <u>CERTIFICATE TO QUALIFY</u>	
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. Rental groups: please enclose your certificate of insurance coverage (COI).

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