

TERMS AND POLICIES

- Retreat deposit is non-refundable. * Per person deposit will be deducted from your final balance due at the time of your retreat according to the actual number in attendance (Example: deposit = \$400, number in actual attendance = 40, deposit applied to your final balance = \$320)
- In the event of cancellation within 30 days of your retreat time, you will be responsible for 50% of your total anticipated retreat cost based on the “Estimated # in group” line on this form. (negotiable if LWBC is able to book another group to fill your vacancy)
- Attendance may vary up to 10% without penalty. **Should your actual attendance be less than 90% of your guaranteed number, charges will be added to your total** (number in attendance multiplied by your total per-person rate) **as follow:** 90% of guaranteed number, minus number in attendance, multiplied by 50% of your per person rate. (Example: guaranteed # = 50, number in actual attendance = 30, 10% variance applicable, you pay for 30 plus 50% of 15 more attendees)
- Please call if your group number will be greater than your guaranteed or estimated number, we will make every attempt to accommodate you.
- ** Requested, guaranteed exclusive use of the facility requires 75 full-paying retreat participants. Any group smaller than 75 may or may not have another group using the facility at the same time. An additional deposit of \$100, ***applicable to your final balance if your retreat group has 75 in actual attendance*** will be required.
- Sleeping accommodations and meeting areas will be assigned by the camp unless arranged for in advance.
- Any damage to equipment and facilities beyond normal use will be charged to your group based upon repair or replacement costs.
- An activity waiver must be filled out for each person in your group.

FOOD SERVICE INFORMATION

Stated meal charges are for standard menus determined by LWBC. Substitutions and / or requests may require additional charges.

Meals will be served family style

Unless a group has exclusive use of the facility or makes other arrangements ahead of time, meal times will be: Breakfast 8:30 A.M. / Lunch 12:30 P.M. / Supper 5:30 P.M.

Kitchen facilities are to be used by Lake Waubesa Bible Camp food service personnel only.

Please notify the camp of any special dietary needs as soon as possible (i.e. diabetic, vegetarian)

