



# RENTAL GROUP 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)
- For groups under 25, a 10% per-person utility fee might be added.
- 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.
- 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.
- Lake Waubesa Bible Camp is a smoke-free facility. We also ask that you refrain from serving alcohol on the premises (religious services exempted).

## FOOD SERVICE INFORMATION

- Stated meal charges are for standard menus determined by LWBC. Substitutions and/or requests may require additional charges.
- Unless a group has exclusive use of the facility or makes other arrangements ahead of time, mealtimes 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. gluten-free, vegetarian)