

# Geneva Retreat, Camp & Conference Center Inc.

## 2020 RATES

The Conference Center building has 31 motel-style bedrooms. Our year-round cabins each sleep up to sixteen people and have indoor plumbing and fireplaces. Overnight fees for the Conference Center and Cabins include the use of meeting space (suitable to the group size). Additional meeting space may be rented at an additional cost. Children three years of age and under stay for free.

### RATES

Lodging	**rates are per person	double occupancy	single occupancy
Main Conference Center	1st Night	\$57.00	\$81.00
	* Air Conditioned 2nd Night	\$51.00	\$72.00
	* Handicap Accessible 3rd Night	\$45.00	\$63.00
Lakeview Cabins	1st Night	\$51.00	Minimum # 10
	* Air Conditioned 2nd Night	\$47.00	
	* Handicap Accessible 3rd Night	\$43.00	
Renovated Cabin 4	1st Night	\$43.00	Minimum # 10
	* Air Conditioned 2nd Night	\$39.00	
	* Handicap Accessible 3rd Night	\$35.00	
Woodland Cabins 2,3,5	1st Night	\$38.00	Minimum # 10
	2nd Night	\$34.00	
	3rd Night	\$30.00	

### DAY USE ONLY FOR MEETING SPACE:

BIG ROOM	\$ 250.00 / day
BUTLER LODGE	\$ 250.00 / day
RENOVATED CABIN	\$ 150.00 / day
LAKEVIEW CABIN	\$ 200.00 / day
LAKEVIEW PAVILION	\$ 250.00 / day
SMALL MEETING ROOM	\$ 100.00 / day
MEDIUM MEETING ROOM	\$ 150.00 / day

### EXTRAS

FLIP CHARTS	\$ 15.00 / chart
TEAM BUILDING COURSE	\$ 15.00 / person
OUTDOOR POOL	\$ 100.00 / 2 Hours
TENT GROUP CAMPING	\$ 25.00 / person/night
RIVER TRIPS	\$ 300.00

(Please call for Special Occasion Rates)

Linens available for cabin guest for additional fee

### FOOD SERVICE:

Breakfast ( 8:00 am EST)	\$ 9.00
Noon (12:00 pm EST)	\$ 10.00
Evening ( 5:30 pm EST)	\$ 11.50
Snacks	1 Snack & 1 Beverage \$ 3.00/person 2 Snacks & 2 Beverages \$ 6.00/person

Banquets - Please call for pricing

Groups must guarantee a minimum of 10 people to use GCI Food Service. All meals provided by Geneva Center Inc. will be served in the Conference Center Dining Room.

## GENEVA CENTER INC. RENTAL POLICIES

*Geneva Center strives to do its best in facilitating a clean, healthy environment serviced by capable, friendly staff. Suggestions from our guests are always welcome! Please let us know how we can make your stay or your event better.*

- 1) **GUARANTEES:** A **Guaranteed Minimum number of attendees** is established with a contract determining the minimum final payment based on the number of people scheduled to attend your event. A final **Attendance Update** is required no later than seven (7) days before your event begins. Only overnight guests will count toward the minimum attendees, day guests do not apply to meeting the guaranteed minimum attendance. If your actual attendance falls below your guaranteed minimum, you are responsible to meet your entire financial obligation to Geneva Center for the number that was given 7 days prior to arrival or the minimum guarantee number of attendees identified on the contract if no update was given at 7 days prior. **Geneva Center reserves the right to book other groups simultaneously when facility capacity allows.**
- 2) **CANCELLATION:** Groups are responsible for paying the below-listed percentages of the Guaranteed Minimum payment by the date listed on the front of their contract:  
  
Cancellation.....Before 180 days: Full refund of deposit (less \$50 administrative fee) will be refunded  
180 – 121 days: Deposit amount is Forfeited, nothing else due  
120 – 43 days: 50% of Guaranteed Minimum is due and payable  
42 – 15 days: 75% of Guaranteed Minimum is due and payable  
14 – 0 days: 100% of Guaranteed Minimum is due and payable
- 3) **ORIENTATION:** A Geneva Center staff member will greet and provide an orientation at the opening session and/or first meal.
- 4) **SUPERVISION:** All groups are responsible to provide their own program staff, including a registrar, first aid provider, and at least two live-in adult sponsor for each housing unit when youth are involved (minimum leader to youth ratio 1:10).
- 5) **FIRST AID:** First aid supplies, emergency care, and emergency transportation are the **Guest Group's responsibility**. Because Geneva Center staff are not permitted to dispense medication of any kind, groups are to provide their own adult **first aid provider** (recommended minimum: current Red Cross First Aid cardholder) **and first aid kit**. Injuries requiring first aid must be reported to Geneva Center Staff.
- 6) **GUEST GROUP GUIDELINES:**
  - a) **All activities and behaviors** are to be in keeping with Geneva Center's statement of purpose.
  - b) **All lights** are to be turned off by a designated group member; Conference Center lobby and hall lights may be left on.
  - c) **Swimming** is allowed only when currently certified lifeguards are on duty. Lifeguards **must** be provided by Geneva Center.
  - d) **Dress** should be non-offensive and in good taste. Modest, one-piece swimwear is preferred.
  - e) **Fireworks and weapons of any kind** are not permitted on Geneva Center property.
  - f) **Smoking is not allowed in any building at Geneva Center.**
  - g) **Pets** are not allowed on Geneva Center property.
- 7) **FOOD SERVICE:** All meals are served buffet style in our dining area. Promptness to meals is essential to maintain the quality of the food. All food for meals will be available for no longer than 1 hour. **Standard meal times:** Breakfast 8:00 am, Lunch 12:00 pm, and Dinner 5:30 pm. Any alterations to these times must be arranged in advance. Geneva Center reserves the right to adjust meal times as needed. NOTE: Neither Geneva Center nor its staff can be held responsible for any adverse effects resulting from an individual family or group consuming food and/or snacks not prepared by Geneva Center food service staff.
- 8) **MEETING ROOMS/EQUIPMENT:** Meeting rooms will be assigned by Geneva Center prior to arrival date. As part of the contract guest groups will be provided **ONE** meeting room. Additional meeting rooms may be requested at an additional fee if space allows. Most of Geneva Center's A/V equipment is available with pricing per our rate sheet, i.e. projectors and screens, TV/VCR, sound system, etc.
- 9) **LOST AND FOUND:** Geneva Center assumes no responsibility for "lost and found" items that are left, lost, or stolen on the property. The owner of recovered "lost and found" items is responsible for postage reimbursement if GCI is requested to mail them to a specific location.
- 10) **DAMAGES:** Guest groups will reimburse Geneva Center for all **damages to property** beyond normal wear and tear that results from a group's use of our facilities. A \$100 minimum amount will be assessed, but replacement or repair cost is the expected.
- 11) **LIABILITY:** Other than premises liabilities secured with its insurance provider, Geneva Center is absolved from any responsibility arising from any accident, injury, damage or property loss sustained to or inflicted by registered and non-registered guests. The Guest Group is responsible for the behavior and ensuing consequences of its members and guests.
- 12) **CHECK-IN/CHECK-OUT:** Guest Groups should understand that lodging check-in time is not sooner than 3:00 pm on the arrival date and check-out time is not later than 9:00 am on the departure date unless previously arranged.