

# Geneva Retreat, Camp & Conference Center Inc.

## 2023 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 a meeting space (suitable to the group size). Additional meeting space may be rented at an additional cost. Children 3-6 years of age are half price while staying with an adult. Children under three years of age stay for free.

### RATES

Lodging	**rates are per person	<u>double occupancy</u>	<u>single occupancy</u>
Main Conference Center *Air Conditioned *Handicap Accessible	1st Night	\$66.00	\$90.00
	2nd Night	\$60.00	\$81.00
	3rd Night	\$50.00	\$70.00
Lakeview Cabins *Air Conditioned *Handicap Accessible	1st Night	\$60.00	Minimum # 10
	2nd Night	\$55.00	
	3rd Night	\$45.00	
Renovated Cabin 4 *Air Conditioned *Handicap Accessible	1st Night	\$55.00	Minimum # 10
	2nd Night	\$50.00	
	3rd Night	\$40.00	
Woodland Cabins 2,3,5	1st Night	\$45.00	Minimum # 10
	2nd Night	\$40.00	
	3rd Night	\$35.00	

### DAY USE ONLY FOR MEETING SPACE:

BIG ROOM	\$ 300.00 / day
BUTLER LODGE	\$ 300.00 / day
RENOVATED CABIN	\$ 250.00 / day
LAKEVIEW CABIN	\$ 250.00 / day
LAKEVIEW PAVILION	\$ 300.00 / day
SMALL MEETING ROOM	\$ 150.00 / day
DAY USE FEE PER PERSON	\$ 20.00 / day

### EXTRAS

FLIP CHARTS	\$ 25.00 / chart
TEAM BUILDING COURSE	\$ 20.00 / person
OUTDOOR POOL	\$ 100.00 / Hour
TENT GROUP CAMPING	\$ 25.00 / person/night
RIVER TRIPS	\$ 800.00

(Please call for Special Occasion Rates)  
Linens available for cabin guest for additional fee

### FOOD SERVICE:

Breakfast ( 8:00 am EST)	\$ 11.00
Noon (12:00 pm EST)	\$ 12.00
Evening ( 5:30 pm EST)	\$ 13.00
Snacks	1 Snack & 1 Beverage \$ 4.00/person 2 Snacks & 2 Beverages \$ 8.00/person

Banquets - \$25.00/person

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.

10/10/22

## 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 as an estimate. A set final minimum number must be given Fourteen (14) days before your arrival determining the minimum final payment. 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 that was given 14 days before your event, you are responsible to meet your entire financial obligation to Geneva Center for the number that was given 14 days prior to arrival **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 information upon arrival.
  
- 4) **SUPERVISION:** All groups are responsible to provide their own program staff, including a registrar, first aid provider, and at least two 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 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. 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, 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.

\_\_\_\_\_ (initials) I have read the Geneva Center Inc. Rental Policies and agree to all terms and conditions.