

Retreat Planner's Guide

Planning a Family,
Organization, or
Church Retreat

Planning Resources

Planning your retreat should be as simple and streamlined as possible. Amigo is happy to assist you as you plan! Additional resources include:

- Amigo Activity Options Brochure
- Amigo Rates & Facilities Brochure
- Online Registration Forms to send to potential Guests
- Information on Area Attractions



If you have questions or would like access to the above, please call or email the Guest Services Coordinator.

**Amigo
Centre**

26455 Banker Rd. Sturgis, MI 49091



Mandy Yoder
Program Director &
Guest Services Coordinator
269-651-2811
reception@amigocentre.org



Retreat Center rooms include sheets, pillows, blankets, & towels.



West Shore Lodge includes a fitted sheet for beds and a bathmat. Guests should bring pillows, sheets, blankets, and towels..



Each meeting room includes a refrigerator, microwave, and coffee maker. The Retreat Center Library holds a number of books, puzzles, and games.



The retreat center has a hot beverage station, free to guests, who should bring their own mugs,



Check-in time is 3pm on the day of your retreat. Check out time is 12pm, unless previous arrangements have been made.



Nature's Nook features Amigo apparel, mugs, & souvenirs. Open during business hours and by request. Take a piece of Amigo home with you!

Planning Schedule

6-12 Months Before Retreat

- Call or email to reserve your dates
- Schedule a tour of reserved facilities.
- Sign & Return Contract with first deposit
- Collect a deposit from guests to ensure attendance.



6 Months Before Retreat

- Make final adjustments to the contract. Sign & Return with final deposit.
- Discuss Amigo-led activity options with guests



1-2 Months Before Retreat

- Discuss retreat details with Guest Services Coordinator.
- Confirm attendance with guests, and send them a copy of Amigo's Dietary Request Form.
- Contact Amigo to schedule activities.



2 Weeks Before Retreat

- Contact Amigo with final numbers for meals, lodging, and special set-up needs.
- Send completed Dietary Request Forms to Amigo.

Upon Arrival

- Check in with Amigo Staff. Pick up welcome packet and Pay your Balance.
- Schedule your next retreat.
- Follow Amigo's **Guest Guidelines** to help guests and staff enjoy your stay.

Reservation Policies

Deposits

- All contracts require a deposit of 25% of reserved lodging, due with the initial Guest Contract. Some contracts require a second deposit of 25% of lodging fees, due with the six month contract.

Cancellation

- Deposits are nonrefundable **within six months of your reservation**. If you cancel within six months of your reservation, Amigo will work with you to reschedule your reservation and roll your deposit forward.
- If you choose not to reschedule your retreat, your deposit is forfeited and you are responsible to pay your Minimum Financial Guarantee.

Rates and Final Payment

- Rates are noted on your contract. Rates will not change after you sign your six month contract, but they may change prior.
- Final payment is expected by the end of your retreat, unless prior arrangements are made. Billing is based on the actual attendance of the retreat, but will be no less than the Minimum Financial Guarantee on your six month contract.

Insurance

- You are responsible for providing primary medical insurance during your stay at Amigo.

Guest Guidelines

Amigo Property

- Report damages or spills right away to Amigo staff. Any damage beyond normal wear is the financial responsibility of your group.
- Dispose of trash and recycling in proper receptacles.
- Leave all plants and animals in their natural environment.

Guest Property

- Pets (including service animals) are not allowed on Amigo grounds or in any facilities.
- No bikes, horses or ATVs are allowed on the trails at any time.
- Amigo is not responsible for lost or damaged personal property.

Substances

- Alcoholic beverages, marijuana products, illegal drugs, and fireworks are not permitted on Amigo property. Tobacco smoking and vaping is permitted **in the parking lot only**.

Safety & Respect

- Adult supervision is required when children are engaged in outside activities, particularly water activities, as well as in the Dining Hall.
- Shoes and proper clothing must always be worn in the Dining Hall.
- Quiet time is 10pm-8am. All noise should be kept to a minimum after that time.

