



# CHAUTAUQUA

## Camp Chautauqua Booking Policy for Day Events

(Updated 2024)

### **BOOKING POLICY:**

#### **GUARANTEED MINIMUM PARTICIPANTS AND FINAL COUNTS**

- A contract will need to be signed including the projected attendance.
- All groups attending must provide an estimated count on the contract. The group will be obligated to pay for at least 80% of the number on the contract.
- If the number attending is less than 80% of the contractual number stated on your contract, you are still obligated to pay the full registration fee for 80% of the contractual number.
- A final count for meals and lodging will be due to Camp Chautauqua's Guest Services 10 days in advance of your event. This is the number that will be used for billing (at least 80% of contractual number).
- If the number attending is higher than the number submitted 10 days prior to the event, guests may be charged an additional 10% of the original rate.
- Payment is expected for all guests attending.

#### **CHANGE/CANCELLATION POLICY**

As a non-profit organization, Camp Chautauqua, Inc. strives to be considerate, while at the same time, professional with all groups that have signed contracts. If a change to, or cancellation of, your event does become necessary, notice must be sent to Camp Chautauqua in writing by the Guest Group primary contact or the contract signatory. The written notification of the change or cancellation must be accompanied by the fee as indicated below:

- If the event is cancelled for any reason after the contract is signed, the Guest Group agrees to forfeit the deposit as a cancellation fee.
- If the event is changed or cancelled for any reason within 6 months-91 days of the event, the Guest Group agrees to pay 25% of the outstanding balance of the contractual number.
- If the event is changed or cancelled for any reason within 90-31 days of the event, the Guest Group agrees to pay 50% of the outstanding balance of the contractual number.
- If the event is changed or cancelled within 30 days of the event date, the Guest Group agrees to pay 75% of the outstanding balance of the contractual number.

A Force Majeure provision will be allowed for cancellation if unforeseen events (such as tornado, epidemic, etc.) occur at Camp Chautauqua or the regional area of the contractee.