



Camp Chautauqua Booking and Payment Policy 2023

Page 1 of 2

BOOKING POLICY:

GUARANTEED MINIMUM PARTICIPANTS AND FINAL COUNTS

We should all be good stewards of that which God has blessed us. Therefore, it is necessary for the following policies to be implemented.

- A contract will need 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 35% 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 100% of the outstanding balance of the contractual number.

A Force Majeure provision will be allowed for cancellation if unforeseen events (such as Covid outbreak, tornado, etc.) occur at Camp Chautauqua.



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2023

Page 2 of 2

PAYMENT POLICIES:

Payments for groups using Chautauqua's online registration are expected as follows:

- \$2000 Deposit for Camps / \$500 Deposit for Retreats is due at time of contract.
- The deposit will be refunded within 7 days of the event (after final inspection and inventories have been completed) or, it may be rolled over for a future event.
- The groups portion of registration fees collected may be requested at any time.
- The final day of camp, the group will reconcile all fees spent and collected.

Payments for groups not using Chautauqua's online registration are expected as follows:

- \$5000 Deposit for Camps / \$1000 Deposit for Retreats is due at time of contract.
- The deposit will be refunded within 7 days of the event (after final inspection and inventories have been completed) or it may be rolled over for a future event.
- 90 days prior to the camp, the group will make a 25% payment of projected attendance.
- 60 days prior to the camp, the group will make a 50% payment of projected attendance.
- 30 days prior to the camp, the group will make a 75% payment of projected attendance.
- The final day of the camp, the group will reconcile all fees incurred.
- Late fees will be added for any balances not paid according to this schedule

Anyone registering 9 or less days prior to the start of the camp may be charged an additional 25% of our costs.

Deposits will be returned after all final checkout/inventories have been completed, or they may be rolled over for future events. Any deposit not refunded shall be related to losses incurred by the guest group.