

Pierce Cedar Creek  Institute  
for environmental education

**Spring Plein Air Retreat**

Friday, May 3—Thursday, May 9, 2019.

Pierce Cedar Creek Institute is the venue for this retreat. Plein Air Troupe is in charge of the program.

**Reservation Form & Agreement**

Please complete this form and return to Michelle Quesnel with your \$50 deposit.

**Personal Information:**

First and Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

License Plate Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**Reservation Information:**

Arrival Date \_\_\_\_\_ Check-In Time is 3 p.m. Departure Date \_\_\_\_\_ Check-Out Time is 9 a.m.

Room Type:  Single  Double  Rooming with \_\_\_\_\_

Special Needs in Housing:  None  No stairs  Other \_\_\_\_\_

**Special Diet Information:**

Vegetarian  Vegan  Gluten Free  Dairy Free  Other \_\_\_\_\_

What replacement foods do you use?: \_\_\_\_\_

**Payment Information for Deposit and Balance:**

Cash  Check  Credit Card# \_\_\_\_\_ Exp Date \_\_\_\_\_ CCV# \_\_\_\_\_

Paying for  Self  Self & Guest—Name \_\_\_\_\_

**Policy Information:**

**Deposit:** A \$50 deposit is required at the time of submitting your reservation. The deposit will be deducted from the final cost of the retreat.

**Cancellation Policy:** If you need to cancel your reservation, you will need to contact the Hospitality Coordinator, in writing, by April 22, 2019. Cancellations from April 22, 2019 to May 2, 2019, will result in the forfeiture of your deposit. For cancellations after May 2, 2019, 50% of the package price will be credited toward the next Plein Air Retreat.

**Change Policy:** Changes to your reservation will be accepted up to April 22, 2019. After this date, we will do everything we can to accommodate your change, but may not be able to do so. Thank you for your understanding.

**Use of Kitchen Facilities in Housing:** Guests are responsible for supplying their own food and drinks in lodging. Meals will only be served in the Dining Room at the posted times. Guests must clean kitchen areas upon departure, leaving these areas in the same condition as when they arrived.

**Liability and Damages:** If the Institute determines that more than standard clean-up is required at the conclusion of your stay, a fee for clean-up and/or actual replacement costs for damages to Institute property will be charged to you. The Institute shall have no liability of any sort for the damage or loss or any personal property brought onto Institute premises during the retreat. You assume full responsibility for any damage, loss, injury, or liability of any nature whatsoever to people, property or Institute property caused by you. You understand that you are solely responsible for any and all accidents or injuries to persons or property resulting from use of Institute facilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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*Retreat Package Pricing*

Package pricing includes:

- ◆ lodging with linen service and bon fires
  - ◆ all meals and “on-the-go” snacks
- ◆ use of the Auditorium for evening programs
  - ◆ use of the Education Classroom

PACKAGE	DAYS/NIGHTS	PRICE
F Single	7 days/6 nights	\$675
F Double	7 days/6 nights	\$625
C Single	4 days/ 3 nights	\$375
C Double	4 days/3 nights	\$325
A Single	2 days/1 night	\$225
A Double	2 days/1 night	\$200