

GROUP RENTAL REGISTRATION FORM

Immanuel Retreat Center
12 Church St., Bellows Falls, VT 05101
802-460-0110 • sca@sover.net

Today's date: _____

GENERAL INFORMATION

Name of your Group: _____

Name of Organization (if different): _____

Address: _____

Telephone: _____ Email: _____

Group Leader/Contact Person: _____

Group Leader/Tel: _____ Email: _____

YOUR PROGRAM

Please describe your program: _____

PROPOSED DATES & TIMES

Dates Requested: _____

Program Start Time: _____ Program End Time: _____

Leader Start Time: _____ Leader Departure Time: _____

GUESTS & MEALS

How many overnight & daytime (commuter) guests will you have?

Overnight: _____ Daytime: _____

Check which meals you will need and indicate how many people for each meal:

Day 1: Breakfast _____ Lunch _____ Snack _____ Dinner _____

Day 2: Breakfast _____ Lunch _____ Snack _____ Dinner _____

Day 3: Breakfast _____ Lunch _____ Snack _____ Dinner _____

Day 4: Breakfast _____ Lunch _____ Snack _____ Dinner _____

Please name guests with dietary restrictions and explain: _____

ROOM USE

Check which rooms in the Church and/or Currier Hall buildings you will need:

Chapel/Conference Undercroft Undercroft w/ Kitchen Church Currier Hall

DEPOSIT

30% Deposit mailed with this form and Deposit Worksheet: \$ _____ (see worksheet)

By signing below, I agree to the rules & provedures for the use of Immanuel Retreat center and agree to be bound thereby.

Signature for Group

Signature for Immanuel

Printed Name

Printed Name

Date

Date

DEPOSIT WORKSHEET

Deposit Calculation for Episcopal Groups (30% of total)

NOTE: The Retreat House can accommodate 10-14 overnight guests.

*Please include the total number of overnight guests multiplied by number of nights.
Please include the same for "Commuters" and "Meals": number of guests multiplied by number of days or meals.*

	No.	Mult.	Fee	Total	Mult.	Deposit
OVERNIGHT*						
Singles		X	\$75			
Doubles		X	\$60			
Triples		X	\$45			
COMMUTERS		X	\$20			
MEALS						
Breakfasts		X	\$10			
Lunches		X	\$15			
Snacks		X	\$4			
Dinners		X	\$25			
MEETING RMS						
Chapel/Conf.	days	X	\$150			
Undercroft	days	X	\$175			
Und. Kitchen	days	X	\$100			
Und. & Kitch.	days	X	\$225			
Church	days	X	\$200			
Currier Hall	days	X	\$225			
TOTAL/Deposit					X .30	

**The Retreat House has six bedrooms. There is one permanent triple room. Two of the single rooms can be double rooms and two of the double rooms can be triples upon request by adding extra beds. So the Retreat House is normally set to sleep ten (three single rooms, two double rooms and one triple room). However, by adding beds we can sleep up to 14 (one single, two double and three triple rooms).*

Return this form with your deposit to:

Robert Bowler, Director
Immanuel Retreat Center
12 Church St.
Bellows Falls, VT 05101

Inquiries: 802-460-0110 Email: sca@sover.net

If you have any questions, please contact me.