



**SC LUTHERAN
RETREAT CENTERS**
Coastal Retreat Center

Larry Hamrick, Resident Director

PO Box 224 – 2101 Palm Blvd
Isle of Palms, SC 29451
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Reservation Agreement

Located on the Isle of Palms, the **Coastal Retreat Center** offers all the beauty and fun of the beach while providing a place for children, youth and adults for spiritual renewal, training and development, and times of worship, prayer and reflection. **Coastal Retreat Center welcomes retreats and conferences.** Additionally, it offers convenient access to America's most historic city, Charleston, SC, with its sight-seeing, shopping and restaurants.

If you are booking reservations for a retreat, we realize that a truly successful retreat takes a lot of work. We believe that the Lord, the retreat group leadership and Coastal Retreat Center all play important parts to a successful retreat. If you are reading this, it's quite likely that you are in the process of booking a retreat or conference meeting at Coastal Retreat Center. It is our desire that your upcoming event has every opportunity for success. Our mission is to provide a life-changing environment for spiritual growth.

This document explains important policies and expectations regarding your reservation. These policies and expectations will be binding once the Registration Agreement is signed, so please read it carefully. Please contact the Resident Director at Coastal Retreat Center if you need clarification or have questions. The office is open Monday-Friday from 9am to 12 noon.

We look forward to welcoming your group to Coastal Retreat Center!

RESERVATIONS ARE REQUIRED

Reservations are made on a *first come first served* bases based on the following schedule:

1. Make your reservations by telephone. Reservations are accepted on the first business day (Monday-Friday) of the month for the corresponding month of the next year on a first-call, first-booked basis. (Ex. Reservations for July 2013 made on the first business day of the month of July 2012).
2. Groups from the ELCA, SC Synod receive first priority during the *first five business days*. Non-Lutheran groups may make reservations following this five-day period.
3. All reservations are based on availability.
4. Tentative dates will be held by verbal agreement for **20 days** from the date of initial contact and will be released if the Registration Form and deposit are not received. We reserve the right to schedule another group in the space you have reserved.
5. Day meeting use space may be reserved up to six months in advance based on availability.
6. The Resident Director reserves the right to make any necessary changes regarding lodging and function space.

RATE SCHEDULE

		ELCA-SC Synod Rate Per Room	Other Groups Per Room
PEAK SEASON	Memorial Day through Labor Day (Two Night Minimum)	\$95 per Night	\$100 per Night
OFF-PEAK SEASON	After Labor Day to Before Memorial Day	\$65 per Night	\$75 per Night
Optional Services Available			
Linen Service – Bed (sheets and pillow cases)		\$12 per person	
Bath – Towels and Wash Cloths		\$8 per person	
Day Use Center		\$2 per person – Minimum of \$50	
Meal Catering – Must arrange at time of reservation		\$32 per person per day / Minimum of 20 persons	



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DEPOSITS and PAYMENT SCHEDULE

- An initial reservation deposit of one night for each room is required to reserve your space.
- -Dates will not be reserved until we receive the deposit amount and signed Registration Agreement 20 days following the initial booking request. Failure to submit the deposit will result in loss of reservations.
- You will receive a confirmation acknowledgement for your reservations and your reservation is secured.
- Final payment is due one week prior to arrival.
- Groups wishing guaranteed exclusive use of the Center are requested to reserve at least 80% of the facility and include required deposits. Groups will be billed for no less than 80% of total occupancy for exclusive use.
- Payments may be made by check payable to Coastal Retreat Center. Credit cards for Visa, MasterCard, Discovery and AMEX are accepted on a walk-in basis only to the Resident Director.

CANCELLATIONS

- Deposits are non-refundable if there is a cancellation less than six months from the Agreement reserved date.
- A refund can only be made for cancellations with at least six months advance notice before the reserved date, or you may choose to transfer your deposit to another date within one calendar year of your original reserved date. You will have 30 days to book this new date based on availability. Deposits may only be transferred one time.
- Coastal Retreat Center may cancel a reservation if all the contract stipulations are not followed, and/or in the event of severe weather conditions or if situations occur beyond the facility's reasonable control (mechanical or electrical failure, etc.)
- We will only accept telephone calls or walk-in requests to the Resident Director for cancellations.

EVENT REPRESENTATIVE

- The group leaders are responsible for the behavior of the group.
- **All guests must be registered.** The group leaders are responsible for the registration of all members of the group and distribution of the *Welcome Guest Use and Safety Policies* as provided by Coastal Retreat Center. The group leader should check in with the Resident Director immediately upon arrival.
- The group leader is to inspect each room assigned to your group **upon arrival** and **before departure** to check for damages. All damages should be reported on the Claims Form provided by Resident Director. All maintenance needs for faulty equipment should be reported immediately to the Resident Director.

PARTICIPANTS

- The facilities of Coastal Retreat Center are available solely to those who are registered for a program at the Center. Center facilities may not be used to further professional or private services to the general public.
- If there are excess rooms available, individual rooms may be rented out by the Resident Director as he/she sees fit.
- All minors must be accompanied by adult chaperones with at least one adult per six children/teens.
- Sleeping room check-in time is 4:00 pm and checkout is at 11:00 am

INDEMNITY

- Coastal Retreat Center will not be responsible for loss of personal property nor for injuries incurred by actions contrary to the regulations of the Center.
- Sponsors of youth groups using facilities must submit a Certificate of Insurance for General Liability and Secondary Medical Payments to Coastal Retreat Center prior to the youth group's arrival.