

# Manor House Reservation Request

Organization's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

2<sup>nd</sup> Contact Person and Phone#: \_\_\_\_\_

*Reservations made by phone must be confirmed within three weeks of the postmark of this mailing. Reservations are confirmed when the Retreat Center has received both this completed form signed, and a non-refundable, non-transferable deposit.*

*Manor House Reservation Deposits:*

*Single-\$50.00, Group-\$200.00, Boat House: \$50.00 to hold date.*

**GROUPS: 30% of Total Bill is due 90 days prior to retreat date.**

**(15 or more) Final headcount is due 2 weeks prior to retreat date.**

**No-shows/cancellations after that date are billed \$24/day for food.**

## Retreat Center Facilities You Are Requesting Reservations For:

\_\_\_\_\_ Day Rental of Manor/Conference Rooms  
\_\_\_\_\_ Weekend Retreat rental of Manor  
\_\_\_\_\_ Weekday 5 Day Visit

\_\_\_\_\_ Sacred Hearts Sponsored Day  
\_\_\_\_\_ Sacred Hearts Sponsored Weekend  
\_\_\_\_\_ Grounds Only (Please specify)

\_\_\_\_\_ Private Retreat  
\_\_\_\_\_ Self-Directed  
\_\_\_\_\_ Guided  
\_\_\_\_\_ Directed---Personal Day of Reflection  
\_\_\_\_\_ Other: (Please Describe)

<b>Rates:</b>	
<u>Mid-Week (M-Th)</u>	
Self Directed Day	\$35
Guided Day	\$55
Self Directed Overnight	\$60
Guided Overnight	\$85
<u>Weekend (F-Su)</u>	
Self Directed Overnight	\$85
Guided Overnight	\$100
Self Directed Weekend	\$120
Guided Weekend	\$140
5 Day Guided Retreat	\$425

## Dates You Would Like to Use Retreat Center Facilities:

Weekend check in times are 6PM or later on Friday

Arrival Date and Time: \_\_\_\_\_ Departure Date and Time: \_\_\_\_\_

**Total Number of People in Your Party:** \_\_\_\_\_

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## Meal Requirements

Meals at the Retreat Center are served at 8:00 Breakfast, 12:00 Lunch, and 5:00 Dinner.  
 Commuters: additional meals are \$7/meal (breakfast/lunch) \$10/meal (dinner).

Please indicate which meals your group will need:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast							
Lunch							
Dinner							

*Meals included in a weekend retreat are breakfast, lunch & dinner on Sat., breakfast, lunch Sun.*

Do any members of your group have dietary/preparation restrictions? We will make every effort to accommodate. Please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Conference Rooms Facilities

*Accommodations:*

- \_\_\_\_\_ Flip-chart/Easel
- \_\_\_\_\_ Stereo Boom Box
- \_\_\_\_\_ TV/VCR/DVD
- Other: \_\_\_\_\_

*Seating Arrangements:*

- \_\_\_\_\_ Conference Style (rectangular tables in a U shape)
- \_\_\_\_\_ Breakout Tables/Rooms (round tables for 5-7 people)
- \_\_\_\_\_ Lecture Style

## Liturgical needs for private groups:

Does your group require the services of a Sacred Hearts Priest?

- \_\_\_\_\_ Mass with a homily (**\$25 Stipend**)      \_\_\_\_\_ Sacrament of Reconciliation (**\$25 Stipend**)
- \_\_\_\_\_ Lecture/Talk/Presentation                      \_\_\_\_\_ 1 Hour      \_\_\_\_\_ 2 Hour (**Stipend TBD**)
- \_\_\_\_\_ Other

Any additional needs that we might be able to assist with?

Please make check payable to “Congregation of the Sacred Hearts”. A staff member will contact you 2 weeks before your event to confirm final arrangements and number of participants.

I have read the above reservation form which serves as my contract with the Sacred Hearts Retreat Center, and I agree to the terms indicated.

Signature

Date