

# Scrapbook Creations Weekend Retreats

March 24 - 27, 2022

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number, cell \_\_\_\_\_

Email address \_\_\_\_\_

Check in Day (Thurs or Fri) \_\_\_\_\_

Roommate(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Table mates

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate if you need a handicap accessible room here: \_\_\_\_\_

How will you pay \$100 to hold your spot?

Cash or check

PayPal (4% fee added, use PP button on website)

Intuit Quickbooks Invoice (direct bank transfer, no added fee)

Emergency Contact:

Name \_\_\_\_\_

Phone # \_\_\_\_\_

I have received a copy of the payment and cancellation policy,  
understand and will comply with the terms therein:

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

## Payment Policy

\$100 is due at registration to reserve your guest room and seat. Payments in full are due by February 24, 2022, otherwise your seat and hotel room may be forfeited with no refund. Save \$10 off your retreat package when you are paid in full by January 27, 2022. No early bird discounts will be given when online payment is received (or checks are postmarked) after January 27, 2022.

Payments can be made securely online direct from your bank account via Intuit (QuickBooks). An invoice will be e-mailed to you with a link for payment.

Checks can also be mailed to: Scrapbook Creations Retreats, PO Box 1171, Penfield, NY 14526

Additionally, I am happy to send PayPal invoices upon request. Please note that a nonrefundable 4% fee will be added to your balance to cover the fees charged by PayPal. If you live outside of the United States, your PayPal fee may be higher.

Please understand that if the number of guests in a guest room changes, you will be responsible for paying the higher rate due to less people in a room. On the flip side, if you add someone to your room, you will pay the lower rate, or if you have already paid, you will be refunded the difference. Roommates need to be arriving on the same day. If some roommates would like to arrive a day earlier, the price of the room for the additional night will be divided among those staying the additional night.

Cancellation Policy (Refunds are given to person whose name is on registration form.)

### Cancellation 60 or more days prior to the event

Options:

- If you find a replacement that will stay in the same guest room, arrive on the same day, and sit at the same table, you will receive a full refund less a \$25 cancellation fee. If we have a waiting list, we can assist in finding a replacement.
- Receive a full refund, less a \$50 cancellation fee.

### Cancellation 59 - 30 days prior to the start of event

Options:

- If you find a replacement that will stay in the same guest room, arrive on the same day, and sit at the same table, you will receive a full refund less a \$50 cancellation fee. If we have a waiting list, we can assist in finding a replacement.
- Receive a full refund, less a \$100 cancellation fee.

### Cancellation 29 - 8 days prior to the start of event

Options:

- If you find a replacement that will stay in the same guest room, arrive on the same day, and sit at the same table, you will receive a full refund less a \$100 cancellation fee.
- If you find a replacement that will not be staying in the same guest room, arriving on the same day, and sitting at the same table, an additional transfer fee of \$50 will be applicable.
- No refunds will be given without a replacement. If we have a waiting list, we can assist in finding a replacement.

### Cancellation with less than 7 days notice and "No Shows"

- No refunds or credits will be given.