

# Scrapbook Creations Weekend Retreats

October 24 - 27, 2019

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

Table mates \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Emergency Contact:

Name \_\_\_\_\_

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

I prefer to receive a reminder for my final payment via:

Please check one: \_\_\_\_\_ e-mail \_\_\_\_\_ postal mail

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 September 26, 2019, 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 August 29, 2019. No early bird discounts will be given when payment is received after August 29, 2019.

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 3.5% fee will be added to your balance to cover the fees charged by PayPal.

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.

## Cancellation Policy

### Cancellation 45 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 45 - 14 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 14 -1 day 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 24 hours notice and "No Shows"

- No refunds or credits will be given.