

# Scrapbook Creations Weekend Retreats

September 15-18, 2022 in East Aurora

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 August 18, 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 July 21, 2022. No early bird discounts will be given when online payment is received (or checks are postmarked) after July 21, 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

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

- Receive a full refund, less a \$50 cancellation fee.
- PayPal fees will not be refunded.

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

- Receive a full refund, less a \$100 cancellation fee.
- PayPal fees will not be refunded.

### Cancellation 29 - 0 days prior to the start of event

Options:

- No refunds or credits will be given.

\*\*Please note that refunds will be sent to the person listed on the registration form, regardless of who made the payments for deposit and/or balance.

## Possibility of switching to a different retreat:

- If there are seats and hotel rooms available for one of the other retreats in same season (spring retreats vs. fall retreats), you may transfer your registration to a different retreat.
- Registrations may not be transferred to a retreat in the next season.