

SILVER BAY

YMCA of the Adirondacks

GROUP CONTRACT

GROUP INFORMATION Name of Group: Lindsay Family Reunion Contact Person: Carolyn Cropsey Address: 6860 Island Court City, State: Coloma, MI 49038 Phone: 269-468-2626 Email: cmcropseytoomey@gmail.com Group Type: Family	GROUP DETAILS: Conference start date: July 3, 2013 Conference end date: July 7, 2013 Number of nights: 4 First meal: Wednesday Dinner Last meal: Sunday Lunch Number of meals: 12 Guaranteed minimum number: 40 Anticipated Attendance: 50 Date to contact Silver Bay to reduce guaranteed minimum without penalty: February 3, 2013 <i>(see below for explanation of guaranteed minimum)</i>
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ACCOMMODATIONS: Silver Bay will reserve 27 Rooms in Bayview Lodge and 3 Rooms in the Inn Private Bath	Check In is at 4:00 pm & Check Out is required at 11am.
Individuals not checked out of their accommodation by 12pm on the departure date will be charged an extra day, unless arranged prior to arrival.	

METHOD OF RESERVATIONS:	<input checked="" type="checkbox"/> Individuals to make reservations, a 50% deposit is required once reservation is made. <input type="checkbox"/> Your Conference planning packet will be sent when your signed contract is received. <input type="checkbox"/> Rooming list to be provided by group leader, Conference to pay all charges. <input type="checkbox"/> Your Conference planning packet, which includes your rooming chart, will be sent out when your signed contract is received. Rooming Charts are required to be returned to Silver Bay 1 month prior to arrival.
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GUARANTEED MINIMUM: The Guaranteed minimum is comprised of the number of rooms, meals, and the minimum number of guests you have indicated. Gratuities, Incidentals and special food set-ups do not comprise the guaranteed minimum amount. The Guaranteed Minimum is the dollar amount that the group is required to pay Silver Bay. Silver Bay understands that your attendee numbers may change; therefore, you have 150 days prior to the group's arrival to adjust your guaranteed minimum number of rooms and attendees. Failure on your part to contact us will result in Silver Bay requiring you to pay the contracted amount regardless of the number of rooms used and/or attendees. I have read and understand the guaranteed minimum. Initial: _____
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MEETING SPACES: Silver Bay will reserve the following meeting space(s) for your group: McFeely Lounge
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ADDITIONAL INFORMATION: <ul style="list-style-type: none">• We are able to accommodate private campfires, food set ups, catered meals, teambuilding & leadership programs as well as a variety of activities that can be planned especially for your group. Please contact a Conference Services staff member for more information or to make arrangements ahead of time.• We offer a morning children's program Monday through Friday from 8:30 – 11:30 am, that services children ages 6 weeks to 17 year olds. Please inquire with conference services or visit www.silverbay.org for pricing and additional information
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NAME BADGES: Silver Bay does require that all guests wear name badges. Silver Bay will provide all name badges for your group. Our staff will not recognize badges not issued by Silver Bay. Your badge serves as your meal ticket and gives you access to activities.
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FINANCES:

We agree to pay Silver Bay: \$142 Double Occupancy x 20 Adults x 4 Nights, \$110 Triple Occupancy x 5 Adults x 4 Nights
\$78 Per Youth x 10 Youth x 4 Nights, \$50 Per Child x 5 Children x 4 Nights

The rates above are all inclusive and include the room, meals, and access to campus for a variety of activities/programs. A 5% gratuity will be added to the rates above

Guaranteed Minimum: Per Person Per Night Rate x Guaranteed Minimum Number of Attendees x Number Of Nights

TOTAL GUARANTEED MINIMUM: \$17,680.00 (without gratuity) A 5% gratuity will be added on to your final bill.
For all groups submitting room charts to Silver Bay full payment of the Guaranteed Minimum is required at check-in

I have read and accept the group's financial obligation to Silver Bay. Initial: _____

DEPOSIT:

A Deposit of: Individuals will make reservations with a 50% deposit toward their stay. The contract is due: September 14, 2012

I have read and accept the group's deposit and signed contract obligation to Silver Bay. Initial: _____

GROUP CANCELLATION POLICY:

- **Before 150 days** prior to your scheduled start date your group may cancel without penalty and will not be required to pay any percentage of the guaranteed minimum. **Before 150 days** prior to your scheduled start date you may make any changes to the contract without penalty.
- **After/Within 150 days** of your scheduled start date, cancellation will result in your group being required to make a full payment of 50% of the guaranteed minimum.
- **Within 90 days** of your scheduled start date, cancellation will result in your group being required to make a full payment of the guaranteed minimum.
- Please note that there is no refund for early departure unless arranged prior to check-in.

For groups that have requested Individual Bill each individual reservation is required to follow Silver Bay's individual cancellation policy Please note that this different than the group cancellation policy above. Please be sure to inform all members of your group to be aware of this policy when making their reservation.

I have read and understand the cancellation policy. Initial: _____

DUE DATES:

- Signed Contract and/or Deposit is due two weeks after the contract is sent. **Due by: September 14, 2012**
 - Conference Planning Information is due one month prior to the group arrival date. **Due by: June 3, 2012**
 - Rooming Charts Are Due One Month Prior To The Group Arrival Date. **Due by: June 3, 2012**
- Please note that if the above is not received by Silver Bay by the due dates stated penalties may apply.*

I have read and understand that the above must be provided to Silver Bay by the dates stated. Initial: _____

RULES AND REGULATIONS:

The group agrees to respect and follow the rules of Silver Bay YMCA of the Adirondacks.

- No alcohol
- No illegal drugs
- No pets
- Check In is at 4pm
- Check Out is at 11am
- No explosives or firearms
- No smoking in any building
- No refunds for late arrivals and/or early departures
- Silver Bay has the right to charge an additional fee for extra cleaning or for damage to any of the facilities.
- Alcoholic Beverages; any group must request and be granted written authorization from Silver Bay before alcohol may be brought or served on campus. Please inquire with conference services department for an application and copy of the policy.

I have read and accept the rules and regulations. Initial: _____

Certificate of insurance must be present before check-in for youth groups, schools, and churches. The undersigned recognizes any inherent risk that may be associated with a setting such as Silver Bay's and therefore releases Silver Bay YMCA of the Adirondacks and its operators from any and all liabilities, claims, and costs that may be associated with using our facility. The undersigned accepts the responsibility to provide first aid and emergency care. We require the group to supervise their members within the group and any specialized recreational activities. Any additions or substitutions to this contract MUST be agreed to by both parties on this Contract. This contract is binding once signed and dated by both parties. Upon receipt of the signed contract and required deposit, Silver Bay will sign and return a copy of the contract to the group leader.

Group Leader Signature

Silver Bay Signature

Date

Date