

# *Tecumseh Leadership Center*

## *How to Book, Rates, & Payment Terms*

### *How to Book a Group*

If you are ready to book a stay for your group, please call us at 765-564-2898 and ask to speak with Neal or Christine.

We will check availability for the dates that you are interested in, and if we do have space, we will be happy to book your stay over the phone.

In order to book a stay for your group, we will need the following information:

- Group Name & Name of Specific Program or Event
- Name of contact person for the group
- Address
- Phone Number
- Email Address (optional)
- Dates for your visit
- Length of visit—estimated arrival & departure time
- Meals to be served (i.e. breakfast, lunch, dinner, etc.)
- Expected number of guests

Upon receiving this information we will generate a contract and send it to you. Once you have received the contract, please review it carefully, and if all the information looks correct, return the contract signed and with a check for the reservation deposit. The deposit is applied to your total balance unless you decide to carry the deposit for a future visit.

At the time of booking we can also help you with any additional questions you may have on meeting spaces or special accommodations.

### *Reservation Deposit*

Please sign and return both copies of your contract along with your reservation deposit. Upon acceptance, Camp Tecumseh will sign both and return one copy for your records. This reservation deposit will be included as payment towards your total fee for the dates listed on the contract. The reservation deposit is nonrefundable and is nontransferable to other dates unless the cancellation is received more than 60 days prior to the event.

### *Rates*

Rates are determined according to the nature of the program, meeting room costs, meals and accommodations. **There is a “15 person minimum charge” for groups smaller than 15.** The actual cost of the program is based on a group’s **guaranteed number and actual count**. An estimated number is required at the time of reservation. Final billing is based on the guaranteed number plus a 5% shrinkage allowance based on the difference between your guaranteed number and actual count. When applicable, a no show fee may be added in situations where there is a major discrepancy between the estimated number given at registration and the final actual count.

### *Payment Terms*

Payment is due 30 days after your departure date. Please make checks payable to Camp Tecumseh YMCA. Payment must be in the form of a single check, cashier's check, or money order. Interest at the rate of 1.5% per month (18% annual rate) will be charged on all unpaid balances after the 30-day period.

*Camp Tecumseh YMCA Outdoor Center*

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*www.camp Tecumseh.org*