

# Tecumseh Leadership Center Policies

## **Reservation Fee**

Please sign and return both copies of your contract along with your reservation fee. Upon acceptance Camp Tecumseh will sign both and return one copy for your records. This reservation fee will be included as payment towards your total fee for the dates listed herein. The reservation fee 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 "20 person minimum charge" for groups smaller than 20.** The actual cost of the program is based on a group's ***estimated number, guaranteed number and actual count.*** An estimated number is required at the time of reservation. **EXAMPLE: If your group's estimated number was 60 people, and a two weeks before your scheduled arrival, you have 45 people registered, 45 people is your guaranteed number. The difference between the estimated and guaranteed is 15 people. Therefore, added to your final bill will be a "no show fee". The "no show fee" is 25% of the per person fee for the program. In this example, if the per person fee is \$50.00 the no show fee would be \$12.50 x 15 "no shows" = \$187.50. This charge is used to offset the revenue lost when group size is over estimated and Leadership Center facilities cannot be used for others. We encourage you to have your original estimate be conservatively realistic.** When your group comes to the Leadership Center, a 10% participant increase from your estimated number is allowed. However, more than a 10% increase must be approved by the Director. **Your guaranteed number must be called in two weeks prior to arrival.** Upon completion of your program, the group is responsible for your guaranteed number (with a 5% shrinkage allowance based on the difference between your guaranteed number and actual count.) When applicable, a no show fee may be added (see "example" mentioned above).

## **Billing Procedure**

You will be billed for the balance. Payment is due 30 days after your departure date. Interest at the rate of 1.5% per month (18% annual rate) will be charged on all unpaid balances after the 30-day period

## **Early Arrival**

Please do not arrive more than 30 minutes before scheduled arrival. Facilitation staff will be unable to greet clients before this time since they will be involved in preparation.

## **Accommodation**

Groups will be accommodated in rooms of the Leadership Center, with a maximum of 8 people in each room. The whole facility is equipped with heat and air conditioning.

## **Bedding**

Linen service (sheets, blankets, pillow and towels) is available to groups requesting this service in advance. Group leaders are responsible for informing their participants to bring linens (if we are not providing them).

## **Food Service/M meal Times**

Please notify the Center Food Service Director of any personal dietary restrictions. Please keep in mind that the Center's Food Services Department is somewhat limited in their ability to cater to all dietary needs. **Meal times are scheduled as follows: Breakfast 8:00 am; Lunch 12:00 noon; and Dinner 5:30 p.m.** Meal times can only be changed with advance notice.

## **Smoking**

Smoking is discouraged. Smoking in buildings is prohibited. Please use the stations provided to dispose of cigarette butts.

## **Firearms/Weapons/Alcohol**

Firearms, other weapons, or alcoholic beverages are not permitted on Leadership Center property.

## **Misuse of Property or Equipment**

The group is subject to room inspection after their departure. Charges for willful destruction, damages, or loss of property or equipment will be billed to the group.

## **Pets**

Pets are not permitted.

## **Group Fires**

Ground fires are permitted only in areas specifically designated by the Center's Director.