

## Event Policies, Terms, and Conditions

1. CANCELLATIONS – Once you have registered for the retreat, if at any time you or someone in your group decide not to or cannot attend for any reason, you must notify the registrar by email no less than two weeks prior to the beginning of the event in order to *only* lose your deposit (\$30 per person). You are responsible for the full payment of all registered up to two weeks prior to the retreat. If you are due a refund, it generally takes two weeks to process.
2. PAYMENT – Your registration is not complete until we receive full payment. This means that a group that has paid has priority to one that simply submits names and information. If it looks like the weekend is filling up and a group's payment has not been received, we will contact that group prior to "bumping" it to a wait list. Payment in full is due the Tuesday prior to the retreat.
3. NAMES & INFORMATION – All names and other participant/chaperone information is due 10 days before the start of the event.
4. T-SHIRT SIZES – If a t-shirt size is requested in the registration, all sizes must be entered into the registration system three weeks prior to the retreat weekend; all t-shirt sizes are final.
5. We reserve the right to, at any time and without consent or notice to you, change dates of the event, cancel the event or any part thereof, modify the event or schedule of events for the venue, move the venue, adjust the number of speakers, entertainment, or meals provided. In the event any of the aforementioned takes place and you wish to cancel please see #1.