

SUNSET SHORES RETREAT CENTER

12415 West Lake Rd.

Vermilion Ohio 44089

RESERVATION REQUEST

Thank you for your interest in Sunset Shores Retreat Center. Reservations can be placed one calendar year ahead. Please complete both pages of this form and return with your deposits to the addresses listed on the second page. Your reservation is not processed until we receive both a deposit for the reservation and a separate check for security deposit.

Name: _____

Address: _____

Phone number: _____ email: _____

Reservation Dates: Beginning at 3:00PM on _____ and ending at 12:00 noon on _____

Facility you are requesting: ___House ___Cottage ___Both house and cottage

Number of nights _____ Number of adults: _____ Number of children: _____

***This form and deposits must be returned by _____ to hold your reservation.

***Final payment due by: _____.

FILL IN ALL THE BLANKS ON BOTH PAGES

RATES: Adults 18 and up: \$30.00 per night Minimum 2-night stay Friday/Saturday (June through September).

Children Ages 6-17 \$15.00 per night Minimum 2-night stay Friday/Saturday (June through September).

Children age 5 and under free with paying adult.

Group Day Rate (8 hours): \$150 + cleaning fee (\$45)

Cleaning fee: \$45.00 house, \$35 cottage, \$80 for both.

Special Cottage weekly rate for active and retired pastors:

Sunday through Thursday: \$25 per person per night October-March.

Total Cost: \$_____

***DEPOSIT: (1/2 OF COST) ENCLOSED:** \$_____

*******FINAL PAYMENT DUE ONE MONTH BEFORE RESERVATION BEGINS:** \$_____

**** A \$50.00 check for damage security deposit must be separate.****

2 Checks must be included with your reservation forms, 1/2 of cost balance **and** a security deposit check.

*******PLEASE NOTE: YOUR BALANCE IS DUE ONE MONTH PRIOR TO RESERVATION. THIS IS A CHANGE FROM PREVIOUS YEARS.**

This form and your (2) deposits **must be returned by the date noted above** to confirm your requested dates.

****Your security deposit check of \$50.00 will be cashed only after you have been informed if there were damages, otherwise it will be shredded unless you request its return.**

CANCELLATION POLICY: If reservation is cancelled at least one month before reservation begins, deposit minus 10% will be returned. Later than that date, only damage deposit will be returned.

PLEASE NOTE:

1. Reservations run from check in at **3:00 P.M.** to the check out time of **NOON**. Please honor these times as another party may be coming after you and time is needed for cleaning.
2. No pets are permitted at Sunset Shores Retreat Center. **There are no exceptions.**
3. Children and youth must be supervised at all times.
4. Reservations will only be taken one calendar year in advance.

An onsite check of the property will be done by the site manager before your damage deposit is returned.

Use of the facility may be denied in the future if these requests are not observed.

I agree to indemnify, defend, and hold the United Church of Christ harmless from and against any claims, damages, injuries and other liabilities caused by myself, my guests or invitees while at Sunset Shores Retreat Center.

I have read and understand the above rules and agree to abide by them during my (our) stay at Sunset Shores

Retreat Center. Furthermore, I accept full responsibility for all members of my party, family and or group and will make sure they are aware of and follow these rules.

Signature: _____ Date: _____

Payments should be by check and payable to: United Church of Christ, Congregational, Sunset Shores

Mail these forms and your checks to:

**SUNSET SHORES RETREAT CENTER/United Church of Christ
990 State Street
Vermilion, Ohio 44089**

Sunset Shores Retreat Center is located at 12415 West Lake Rd, (U.S. Route 6), Vermilion Ohio. All correspondence should be mailed to the address listed for the United Church of Christ above. The number of the United Church of Christ, Congregational / Sunset Shores Retreat Center is 440-967-5212.

The house at Sunset Shores Retreat Center is available year-round and has beds for 12. The cottage is available from May through October and sleeps 6. Reservations for both buildings are permitted for large groups. Please call the United Church of Christ (440-967-5212) for reservations.