



Zephyr Point Presbyterian Conference Center

Contract #: 010623-TL

PO Box 289 (mailing); 660 HWY 50 (physical), Zephyr Cove, NV 89448

Phone: 775-588-6759 * Fax:775-588-1095 * Email: conference@zephyrpoint.org * Web: www.zephyrpoint.org

User and Event Information

User: Zephyr Conference
PO Box 289
Zephyr Cove, NV 89448

Event: 2023 Couples Retreat
Arrive Date and Time: Friday, January 6, 2023 3 PM
Depart Date and Time: Sunday, January 8, 2023 11 AM

Event Contact

Contact: Conference Admin
Address: PO BOX 289
660 Hwy 50
Zephyr Cove, NV 89448

Contact Home / Cell: (C): 775-588-6759
Contact Work:
E-mail: Conference@ZephyrPoint.org

Event Logistics: **Expected # of Participants:** 40 **# of Nights:** 2

Lodging Units Reserved: Tallac Housing: 20 rooms, Cabins: 1 cabin(s)

- Room assignments will be determined approximately 30 days prior to arrival.
- Lodging facilities are booked for the full duration of the event; there are no discounts for part-time attendees.
- Maximum occupancy of facility equivalent to bed count: 1 person per twin, 2 persons per double/queen (ages 4+).

Meeting Space

- One complimentary meeting space is provided when a minimum of 10 Tallac or Tahoe Center guest rooms are booked.
- Meeting spaces used by users lodging on site will be booked for the duration of the event with standard 3:00pm check-in and 12:00pm check-out.
- Set-up and tear-down service may be arranged for a fee equivalent to the meeting space nightly rate (diagram must be provided).
- Zephyr Point reserves the right to adjust meeting space assignments at any time.

Meal Schedule: Fri D: 6:00, Sat Br: 8:00, Sat L: 12:00, Sat D: 6:00, Sun Br: 8:00 **\$80.00 per person**

- A meal plan is required for Tallac and Tahoe Center reservations of at least 10 rooms. Two-night stays require a minimum of 4 meals; three- or more night stays require a minimum of 7 meals.
- A minimum of 20 people is required to schedule a meal.
- Changes to the meal schedule can be made up to 30 days prior to arrival.
- Zephyr Point can accommodate limited dietary requests including vegetarian, vegan, non-gluten, and non-dairy diets. Such requests must be communicated through the guest group leader at least 10 days prior to arrival. Other allergies, intolerances, and preferences cannot be accommodated.
- Zephyr Point reserves the right to adjust meal times and locations if necessary.
- External catering service is not allowed.

	Dates	Description	Unit Cost
Guest Rooms	January 6- 8, 2023	Standard TL (Standard TL)	\$132.00 / Per Night
Cabins	January 6- 8, 2023	Cabin A (Off Season)	\$135.00 Per night
Conf Room	January 6- 8, 2023	Fallen Leaf (100% Discount)	
Lodging Obligation: \$5,550.00			
Non-Refundable Deposit Amount: \$1,056.00		Signed Contract and Deposit Due By: Tuesday, March 8, 2022	

RATES: Tallac and Tahoe Center guest rooms = \$132.00/room per night. Hubbard and Lakeview Lodges = \$40.00/person per night; no charge for children ages 0-3. Lodges are booked in their entirety and will be billed for a minimum of 30 people per night in Hubbard and 20 people per night in Lakeview. Breakfast = \$13.00/adult or \$9.75/child; Lunch = \$16.00/adult or \$12.00/child; Dinner = \$19.00/adult or \$14.25/child. Adult prices apply for ages 13 and up; child prices apply for ages 4-12; no charge for children ages 0-3. See the current year's **Guest Group Rates** for a complete listing of current rates and policies to supplement those listed above.

Check-in time is 3:00pm. Lodging check-out is 11:00am. Meeting space check-out is 12:00pm. Failure to comply with posted check-out procedures may result in a service fee and/or ineligibility to rebook.

ALTERATIONS: Alterations to this contract must be requested in writing and approved by Zephyr Point Presbyterian Conference Center ("Zephyr Point"). A new contract and/or additional deposit may be required for significant revisions. A \$50 administrative fee may be charged for revisions deemed significant or excessive, especially those approved within 10 days of arrival.

REVISIONS: Once reserved with a contract and deposit, User can make the following revisions to the contract (not applicable to Hubbard and Lakeview Lodges). Additions of lodging are subject to availability and will increase the Lodging Obligation. At least 90 days prior to arrival, User may reduce the number of contracted lodging units (Tallac and Tahoe Center guest rooms or cabins) up to 25% with no penalty. Within 90 days but no less than 10 days prior to arrival, User may reduce the number of contracted lodging units up to 10% with no penalty, as long as total reductions do not exceed 25% of the minimum lodging obligation. Any contract that drops below 10 guest rooms will incur meeting space fees.

CANCELLATIONS: Cancellations at least 90 days prior to arrival will be billed at 75% of the Lodging Obligation. Cancellations within 90 days but no less than 10 days prior to arrival will be billed at 90% of the Lodging Obligation. Cancellations within 10 days of arrival will be billed at 100% of the estimated lodging, meeting space, food and service costs. Final cancellation fees are due within 30 days. The initial lodging deposit is non-refundable and non-transferable and will be applied towards the final bill.

INCLEMENT WEATHER: The location of Zephyr Point experiences inclement weather and poor air quality. While hazardous conditions may not necessitate the closure of Zephyr Point, additional cancellation options are provided if: (1) all passes into the Tahoe Basin are closed on the day of arrival, or (2) the air quality index ("AQI") at Zephyr Point is in the unhealthy range or higher (above 150) within 48 hours before arrival. In both cases, the decision to cancel must be submitted by User in writing at least 3 hours before arrival. The reservation may be adjusted for lower attendance or fewer nights. If cancelled by User because of pass closure or unhealthy AQI, the deposit is forfeit, but additional financial liability is waived and payments beyond the deposit will be refunded.

FINAL NUMBERS: An Event Summary Form will be sent 30 days prior to arrival, to be returned with final numbers and reservation details no later than 10 days prior to arrival. Within 10 days of arrival, User is financially responsible for all charges based on estimated contract terms. Any additions or revisions approved within 10 days are subject to a \$50 administrative fee.

PAYMENTS: A non-refundable and non-transferable 20% lodging deposit is required. A second payment of 50% of the remaining balance is due 30 days prior to arrival. The final balance is due prior to or upon arrival and will be based on actual occupancy above minimum, meals ordered (if any), and all other final charges. Payment should be made in full with one form of payment. Reservation is subject to cancellation by Zephyr Point if deposit and/or balance payments are not received by the due date, or for no-shows on the first night without prior notice. If provided by User, Zephyr Point is authorized to use the credit card on file for any transactions pertaining to this contract.

AGREEMENTS: The User agrees to abide by the terms of this contract and the **Zephyr Point Facility Guidelines**. All arrangements relating to User's event are to be included on a single contract and facilitated by one main contact. The contract holder agrees to communicate contract terms to and accept full responsibility for the conduct of User group members. Zephyr Point reserves the right to ask any unauthorized person(s) as well as any person or persons who create a disturbance or who otherwise are not willing to abide by the terms of this contract, the **Zephyr Point Facility Guidelines**, and/or the direction of Zephyr Point staff to leave the site immediately. Damages to or theft of Zephyr Point property are chargeable to the User's account. Youth events must maintain a ratio of 1 adult leader per 8 youth participants and a minimum of 1 chaperone per cabin. The contract holder must be at least 21 years of age.

THIRD PARTY VENDORS: Users contracting with or inviting third party vendors to provide services on Zephyr Point property must submit written notice to Zephyr Point at least 30 days prior to arrival. Notice must include vendor name, contact information, and description of services provided. Services must be provided in space reserved exclusively for the User's event. All third party vendor approvals are at the sole discretion of Zephyr Point. Proof of insurance with Zephyr Point named as an additional insured party is required and must be provided by User on behalf of the third party vendor at least 10 days prior to arrival.

INSURANCE; INDEMNITY: Users are expected to maintain in force their own insurance. Zephyr Point recommends a comprehensive general liability policy with a minimum coverage amount of One Million Dollars (\$1,000,000.00). If insured, User must provide Zephyr Point a copy of the certificate of insurance at least 10 days prior to arrival with Zephyr Point named as an additional insured party for the duration of the event. User hereby agrees to indemnify and hold Zephyr Point free and harmless from any and all losses, damages, claims, demands, liabilities, cause of action or judgments, costs of expenses (including attorney's fees and costs) of every nature for injuries to person, property, either or both, occurring in or about or any way connected with Zephyr Point or its use by User except such losses, damages, claims, demands, liabilities, cause of action or judgments, costs of expenses (including attorney's fees and costs) that arise from Zephyr Point's gross negligence or willful misconduct. User acknowledges that the cabins and Zephyr Point premises are historical and may not have all of the modern facilities and safety features of more updated accommodations. User assumes all the risks associated with staying at Zephyr Point.

TERMINATION: Zephyr Point may terminate User's reservation at any time without any liability to User should (1) the facility be destroyed or rendered such that the facility is not usable by fire or any other cause, or (2) the requirements of the State Fire Marshall, the Department of Public Health and Safety, and/or statutes, rules, or regulations of any Federal, State or local body impose such undue requirements or restrictions upon Zephyr Point it cannot continue to remain open or otherwise operate. The above determinations will be made in the sole judgment of Zephyr Point. If terminated by Zephyr Point, Zephyr Point shall have no obligation to User except to refund monies paid toward said reservation.

CONFIRMATION: Both the signed contract and deposit are required to confirm this reservation.

Signature, Zephyr Conference

Title

Date

Signature, Zephyr Point Presbyterian Conference Center
Conference Office

March 16, 2022

Title

Date