



Zephyr Point Presbyterian Conference Center

660 Highway 50 (physical), PO Box 289 (mailing), Zephyr Cove NV 89448, USA
Tel: 775-588-6759
zephyr@zephyrpoint.org | www.zephyrpoint.org

Laura Mulato

ZP Guest Services
PO Box 289
Zephyr Cove NV 89448
USA
laura@zephyrpoint.org
p: 775-588-6759

booking

booking

Event:	Women's Retreat	Numbers:	50
Dates:	03-Jan-2025 to 05-Jan-2025	Catered:	yes
Arrival / Departure:	3:00 pm Fri / 12:00 pm Sun	First / Last Meal:	Dinner Fri / Breakfast Sun
Accommodations:	Tallac Center Rooms (x20)		

payment

Deposit:	\$1,500	Facility Obligation:	\$7,500 per stay
Price List:	Internal Rates (#8.2025.2)		
Payment Policies:	The Facility Obligation is the sum of lodging charges and day use fees , and is used to calculate cancellation fees according to the revision and cancellation policies below. The Facility Obligation does not include meeting space, food, or other service charges.		

- A non-refundable and non-transferable 20% lodging deposit is required.
- A 30-day installment 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.
- Zephyr Point is authorized to use any payment method provided by User for any transactions pertaining to this contract.

terms and conditions

Lodging:	Lodging check-in is 3:00pm. Lodging check-out is 11:00am. See the attached accommodation schedule for specific dates reserved per lodging and the attached quote for lodging rates.
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- 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. An exemption from the lodging package may be requested for attendees with extenuating circumstances; if approved, special pricing may be arranged.
- Maximum occupancy of facility equivalent to bed count: 1 person per twin, 2 persons per double/queen (ages 4+).
- 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. No charge for children ages 0-3.

Meeting Space:

Meeting space check-in is 3:00pm. Meeting space check-out is 12:00pm. See the attached schedule for details and the attached quote for meeting space rates.

- One complimentary meeting space is provided when a minimum of 10 lodging units (Tallac and Tahoe Center guest rooms or cabins) are booked.
- Meeting spaces used by users lodging on site will be booked for the duration of the event.
- 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.

Meals:

See the attached schedule for meal times and the attached quote for meal rates.

- Adult prices apply for ages 13 and up; child prices apply for ages 4-12; no charge for children ages 0-3.
- A meal plan is required with reservations of 10 or more lodging units (Tallac and Tahoe Center guest rooms or cabins). 2-night stays require a minimum of 4 meals; 3-night stays require a minimum of 7 meals; 4-night stays require a minimum of 9 meals; 5-night stays require a minimum of 12 meals; 6-night stays require a minimum of 14 meals; 7-night stays require a minimum of 17 meals; 8- or more night stays require a minimum of 19 meals.
- The meal schedule applies for all attendees; there are no discounts for skipped meals, missed meals, or partial attendance.
- 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 does not offer custom menus. A limited quantity of dietary requests can be accommodated 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. An exemption from the meal plan may be requested for attendees with severe dietary restrictions.
- Zephyr Point reserves the right to adjust meal times and locations if necessary.
- External catering service is not allowed.

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.

Lodging Revisions:

Changes to the number of Tallac and Tahoe Center guest rooms or cabins ("contracted lodging units") can be made according to the following schedule. All requests must be submitted in writing and approved by the Conference Office.

- Lodging additions may be made according to availability at least 10 days prior to arrival.
- From the time of signed contract up to 90 days prior to arrival, User may reduce the number of contracted lodging units up to 25% with no penalty.
- Less than 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. Total reductions may never exceed 25% of the highest number of lodging units contracted over time.
- Reductions to lodging made less than 10 days of arrival will be billed at 100% of the lodging cost.

Additions of lodging increase the Facility Obligation; lodging reductions do not reduce the Facility Obligation. Any contract that drops below 10 guest rooms will incur meeting space fees. Hubbard Lodge and Lakeview Lodge are booked in their entirety; charges may not fall below the minimum occupancy.

Event Cancellations:

Fees associated with an event cancellation by User vary according to the date of cancellation. **The deposit is always non-refundable and non-transferable.** Existing deposit(s) paid for the event will be applied to the cancellation fees; any remaining balance is due within 30 days of the date of cancellation.

- Cancellations from the time of contract up to 270 days prior to arrival forfeit the deposit; additional cancellation fees will not be assessed.
- Cancellations less than 270 days but no less than 180 days prior to arrival will be billed at 50% of the Facility Obligation.
- Cancellations less than 180 days but no less than 90 days prior to arrival will be billed at 75% of the Facility Obligation.
- Cancellations less than 90 days but no less than 10 days prior to arrival will be billed at 90% of the Facility Obligation.
- Cancellations less than 10 days of arrival will be billed at 100% of the estimated lodging, meeting space, food, and service costs.

**Inclement Weather
Cancellation Policy:**

At times, the location of Zephyr Point experiences seasonal inclement weather and occasional poor air quality resulting from wildfires. While hazardous conditions may not necessitate the closure of Zephyr Point, cancellation options are provided when:

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 scenario 1 or 2, the decision to cancel must be submitted by User in writing (email is preferred) at least 3 hours before arrival. If desired, the reservation may be adjusted for lower attendance and/or fewer nights. If cancelled by User in either case, the deposit is forfeit, but any remaining financial liability is waived and payments beyond the deposit will be refunded.

In addition to the above scenarios, cancellation options are also provided when:

3. The National Weather Service has issued a Winter Storm Warning advising against travel to Zephyr Point's location on the day of arrival or day of departure, or
4. The AQI at Zephyr Point moves into the unhealthy range or higher (above 150) after a reservation has begun and User is already on site.

In scenario 3 or 4, the decision to cancel must be submitted by User in writing (email is preferred) no later than 12:00pm on the first day requested for cancellation. If desired, the reservation may be adjusted for fewer nights but not for lower attendance. If cancelled by User in either case, the deposit is forfeit, but 50% of the remaining financial liability is waived and eligible to be refunded or transferred. The other 50% of the remaining financial liability is not refundable but is eligible to be transferred. Funds eligible for transfer must be used within approximately 12 months of the cancelled event's arrival date.

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 14 days prior to arrival. Within 10 days of arrival, User is financially responsible for all charges based on estimated contract terms. **A \$50/day fee will be assessed for each day the Event Summary Form is late. Additionally, any additions or revisions approved within 10 days and/or after the Final Invoice is issued are subject to a \$50 administrative fee.**

Agreements:

See the attached **Guest Group Rates** for a complete listing of current rates and policies to supplement those listed above. The User agrees to abide by the terms of this contract and the attached **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 must be at least 21 years of age. The contract holder agrees to communicate contract terms to and accept full responsibility for the supervision, care (including first aid, emergency care, and emergency transportation), and conduct of User group members. Youth events must maintain a ratio of 1 adult leader per 8 youth participants and a minimum of 1 chaperone per cabin. It is recommended that all User group leaders with responsibility for or access to User group members be subject to appropriate screening policies, that the User group provide adults with CPR/AED and first-aid certification, and that medication be stored under lock except when in the controlled possession of the person responsible to administer the medication. It is also recommended that the User group obtain names and addresses of all attendees, emergency contact names and numbers, a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site, and signed permission to seek emergency treatment for minors (or a signed religious waiver). 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. Failure to comply with posted check out procedures may result in a service fee and/or ineligibility to rebook.

Third Party Vendors:

A third party vendor includes any person or business receiving payment in exchange for services provided on Zephyr Point property (e.g., massage therapist). Users contracting with or inviting third party vendors must submit written notice to Zephyr Point at least 10 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.

Alcohol Policy:

In accordance with Zephyr Point's alcohol policy as listed in the **Zephyr Point Facility Guidelines**, alcohol may be consumed in facilities rented exclusively for the contracted event. Users intending to consume alcohol on Zephyr Point property are subject to all applicable local and state ordinances, including licensing requirements of Douglas County, Nevada, Code of Ordinances, Chapter 5.08. Events with an expected attendance of 50 or more people for which alcohol is provided by the User must obtain a [Temporary Liquor License](#) through Douglas County. If subject to this requirement, User must provide Zephyr Point a copy of the Liquor License 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 Based on Facility's Inability to Operate or Legal Requirements: (1) Zephyr Point may terminate User's reservation at any time without any liability to User should the facility be destroyed or rendered such that the facility is not usable by fire or any other cause. (2) Either party may terminate this agreement at any time without any liability to the other party should 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 either party that prevent fulfillment of contractual obligations. Written notice must be given from one party to the other, provided that both parties first make every reasonable effort to work out a mutually agreeable solution. If the parties are unable to arrive at a mutually acceptable solution, both parties will be free of further obligations and monies paid toward said reservation shall be refunded.

Both the signed contract and deposit are required to confirm this reservation. I have read and agree to the terms and conditions listed above and have the authority to sign on behalf of the group.

Signed: _____ **Date:** _____ **Position:** _____

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