

TRINITY CENTER AGREEMENT



PO Drawer 380
Salter Path NC 28575
Phone: (252) 247-5600
Fax: (252) 247-3290

Name of Group _____
 Nature of Conference _____
 Contact Person _____
 Address _____

 Phone: Day _____ Other _____

FOR OFFICE USE		
Date	Amount	Check#

Date of Arrival: _____ Time: _____ First Meal: _____
 Date of Departure: _____ Time: _____ Last Meal: _____
 (Meal Requests: _____)
 Number of People Overnight: _____ Commuters: _____
 Housing Needs Rooms: _____ Dorms: _____
 Meeting Space Required: _____
 Rate Quoted: \$ _____

 Deposit Required: \$ _____ Date Due: _____

(RATES SUBJECT TO CHANGE ANNUALLY)
TRINITY CENTER RESERVATION POLICIES

DEPOSIT

A minimum deposit of \$20.00 per room/\$100.00 per dorm/\$200.00 for Pelican House is required to confirm a reservation. THIS DEPOSIT IS NONREFUNDABLE. The deposit will be credited to the final bill.

GUARANTEED NUMBER OF RESERVATIONS FOR ROOMS AND DORMS

Six months prior to the event, we request your guaranteed number of reservations. You may, at this time, reduce your original number of reservations with no penalty. Reservations may be added at a later date if space is available. Each added reservation will become part of your guaranteed number. A penalty of \$30.00 per room/per night (based on single occupancy rooms) or \$15.00 per person/per night (based on double occupancy rooms and dorms) will be charged for all unused reservations. (See reverse for Pelican House guarantee policy.)

CANCELLATION OF AN EVENT

1. Trinity Center charges 30% OF THE TOTAL MINIMUM BILL for cancellation of any event made 90 DAYS or less prior to the date of arrival, unless this cancelled space can be filled.
2. Trinity Center charges 50% OF THE TOTAL MINIMUM BILL for cancellation of any event made 30 DAYS or less prior to the date of arrival.
3. Trinity Center charges 80% OF THE TOTAL MINIMUM BILL for cancellation of any event made 14 DAYS or less prior to the date of arrival.

Deposits will be applied to the balance due for all cancellation charges.

Signed: For Trinity Center (date) _____

Signed: For the Group (date) _____

(Continued on Reverse Side)

CONTRACT INFORMATION

1. **The receipt of either the signed agreement or deposit indicates your intent to follow the Trinity Center policies and practices and shall be recognized as proof of your acceptance of the terms of this agreement.**
2. Please review this contract regarding cancellation, guaranteed numbers, and deposit and payment policies.
3. **Notify us as soon as possible if you will not need all of the space you have reserved for your group.** If another group can use your cancelled space, all or in part, we will make an adjustment to the final bill for the applicable nights.
4. Unless advance special arrangements have been made with Trinity Center:

Mealtimes are:	Breakfast	8:00 AM
	Lunch	12:00 Noon or 12:30 PM
	Dinner	6:00 PM
	(Friday night options: 6:30 or 7:00 PM)	
Lodging Check-in time:	4:00 PM on arrival day	
Lodging Check-out time:	10:00 AM on departure day	
Meeting Spaces:	available as agreed upon.	

Please notify your group attendees of meal arrangements and check-in / check-out times from lodging.

PAYMENT POLICY

1. **Charges are payable upon completion of your event.** If payment is not possible upon departure, please make arrangements in advance with Trinity Center. **Only one check will be accepted from a group.**
2. No price adjustment will be made for individuals missing a meal (**Exception:** If the entire group decides not to have a particular meal and notifies us at least 14 days in advance.)
3. No adjustment will be made on the final bill for participants arriving late or departing early unless the center is notified **one week** in advance.
4. No adjustment will be made on the final bill for No Show commuters.
5. A \$25.00 service charge will be added to your final bill for any returned checks.
6. After 90 days from completion of event, a finance charge of 1 ½% per month (18% APR) will be charged on all past due balances.

GUARANTEED NUMBER OF RESERVATIONS FOR PELICAN HOUSE

We require a minimum guarantee of 7 persons to be paid in full. Reservations may be added at a later date up to maximum of 12 persons. Each added reservation will become part of your guaranteed number above the minimum of 7. A penalty of \$15.00 per person / per night will be charged for all unused reservations above 7.