

# RESERVATION AND CANCELLATION POLICY



## PROGRAMMED EVENT CANCELLATION

- Reservations will not be deemed active until the minimum deposit has been paid.
- Pending reservations (registrations without deposits) will not be honored and housing will not be assigned.
- If cancellation occurs within 14 days of the event, the deposit will be forfeited.
- For Guest User who leaves before the conclusion of their event for any reason, a partial refund will be considered on a case-by-case basis.
- Force Majeure: Should events beyond the reasonable control of either MCRC or Guest User occur (as defined or interpreted by MCRC), including but not limited to acts of God, war (declared or undeclared), governmental regulation, civil disturbance, terrorism, disaster, fire, earthquakes, unreasonable extreme inclement weather, public utility failure, or any other comparable condition, making it inadvisable, illegal or impossible for either MCRC and Retreat Center or Guest User to perform their obligations hereunder, MCRC may cancel this Agreement without liability for anyone or more of such reasons upon written notice to the other, such notice to be given as far in advance (or as soon thereafter) as reasonably practical. In addition, all Down Payments and prepayments (notwithstanding any designation as “non-refundable”) made by Guest User, its guests or representatives shall be fully and promptly refunded.

## GUEST GROUP CANCELLATION

- As a Christian organization, MCRC abides by the Scriptural principle of “Let your Yes be Yes and your No be No” from James 5:12. We respect the work of others and expect them to honor their written commitments made to us. If attendance becomes a concern, please contact us early for ideas on how to better market the event as we want it to be a success for you. However, if cancellation does become necessary, notice must be sent to MCRC in writing by the Guest User contact or the contact signatory. The following cancellation fee will be applied:

Days Prior to Scheduled Event	Payment
100+	Forfeiture of deposit. Deposit can be applied to rescheduled event (used within 12 months of previously scheduled event)
99	Forfeiture of deposit. Deposit cannot be applied to rescheduled event.
30	Forfeiture of deposit and payment of 50% of guests listed on Reservation Form.
14	Forfeiture of deposit and payment of 90% of guests listed on contract.

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