

Checklist for Reservation Process

GETTING STARTED

- Place a Temporary hold on specific retreat dates at RMC.
- Complete a contract
- Write a check to “Refreshing Mt Camp” for Deposit
(Important Note: If tax exemption will be claimed, the deposit must come from the Tax Exempt Organization, i.e. No Personal Checks)
- Mail all of the following to Refreshing Mountain Camp
 - o 3 pages of the Contract (completed with signatures)
 - o Deposit Check
 - o Sales Tax Exemption Certificate (if Applicable)
 - o Checklist for Scheduling (if Applicable)

3-4 MONTHS BEFORE EVENT

- Finalize a Schedule for the event and submit it to RMC for comments/approval.
- Evaluate the Promotion of the retreat to make sure that your target attendance numbers are still accurate.
- Determine whether you will use the Standard Release Form (provided by RMC in this packet) or if you will use your own form.
 - o If you use your own form, make sure that it includes the indemnifications that RMC requires (listed on Page 6 of this packet). Call Justin Harnish if you have questions.
NOTE: The Release Form is only mandatory if you are planning activities at RMC like the Climbing Tower, High Ropes, etc.
- Submit a copy of your Insurance Certificate for this event to RMC.

ONE MONTH BEFORE EVENT

- Evaluate the number of Lodge/Private Rooms that you have reserved to see if you need to adjust the reserved number (you can change the number of rooms you want without penalty up to 30 days before the retreat).
- Submit the Menu Request Form if you have interest in selecting your menu for the retreat.

TWO WEEKS BEFORE EVENT

- Call RMC with final details on schedule, attendance numbers (due 14 days before arrival), and other details.

Once these are all checked off, you are all set to go. 😊