



Our Lady of Perpetual Help Retreat Center
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Hosting a Multi-Day Group Retreat at OLPH

This document provides an overview of OLPH’s policies related to hosting your group’s Multi-Day Retreat. Upon receiving your online inquiry, OLPH will provide a written quote within three (3) business days based on the information provided. The signed Quote form and deposit must be received by OLPH within fourteen (14) calendar days. Failure to submit the completed form and deposit will result in the forfeiture of the assigned retreat date(s).

Deposit

A non-refundable, non-transferable deposit of \$1,000.00 is required with the submission of the signed Hosted Multi-Day Retreat Quote form. When determining your estimated number of attendees, please note that attendees include all leaders, facilitators, chaperones, care givers, etc. If you are a tax-exempt organization, please include your tax-exempt certificate with your submission.

Balance Due

The final Group Retreat Attendee Roster and retreat schedule must be received by OLPH within fourteen (14) calendar days of the retreat start date. A late fee of \$250.00 will be incurred if the roster and schedule is not received by the due date. Once the final Group Retreat Attendee Roster is received, OLPH will issue an invoice for the total amount due. Final payment must be received prior to retreat start. Additional participants and/or services not included in your final count will be charged at 1.5 times the individual rate under a supplemental invoice. No adjustments will be made for no show or cancelled attendees.

Rate Information

OLPH provides up to 20 rooms. To book a group retreat, there is a minimum of twelve (12) room occupancy. If you do not meet the minimum number, you will still be charged the minimum rate of twelve (12) room occupancy. The following identifies the standard rate for a 2-nights/5-meals retreat. Your cost may vary based on number of nights and meals selected.

Per Person	Nights	Breakfast	Lunch	Dinner	Cost ¹
Single Occupancy (Private Room)	2	2	1	2	\$ 300.00
Double Occupancy (Shared Room)	2	2	1	2	\$ 215.00

¹Excludes Florida Occupancy Tax and Administrative Fees, if applicable

Accommodations

OLPH can accommodate up to 20 single occupancy or 40 double occupancy. Each room is furnished with one double bed, one single bed, and a private bath. Towels and bedding are provided. Any keys not returned upon departure will result in an assessment of \$5.00 per room key and \$25.00 per master key. Check-in is between 2:00 – 4:00 pm; Check-out is 10:00 am.

Meals

OLPH provides all requested meals. As per Health Regulations, no perishable food is permitted to be brought in by the group from an outside source. Non-perishable snacks may be brought in; however, the group must dispose of all snacks upon departure. Please do not leave food in the villas or refrigerators when you depart.

Meals are served in the *Maxine and Ray Schirmer* building at the following times:

- Breakfast: 8:30 am
- Lunch: 12:00 noon
- Dinner: 5:00 pm

The following dietary restrictions can be accommodated for a surcharge of \$15 per person per day:

- Gluten-free
- Dairy-free
- Vegetarian (not vegan)

Cancellations

The deposit is non-refundable and non-transferable. Cancellations received less than 14 (fourteen) days prior to the retreat start date, and no shows, are charged the full rate.

Thank you for choosing OLPH for your retreat experience!