



Group Rates

Effective September 1, 2023 – August 31, 2024

DAY USE

Half day meeting room use (less than 4 hours).....	\$11.00 per person
Full day meeting room use (4 hours or more).....	\$22.00 per person

OVERNIGHT USE

One overnight.....	\$85.00 per person
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MEALS

Breakfast (continental).....	\$11.00 per person
Lunch (served 12:00-12:30 PM).....	\$16.00 per person
Dinner (served 5:30-6:00 PM).....	\$14.00 per person

Additional Meeting Rooms:

The above fees include the use of one meeting room. Additional rooms may be available for use upon request. Cost depends on the size of the room (cost is per additional room per day).

Birch.....	\$70	Maple.....	\$40	Cedar.....	\$70
Massage.....	\$30	Pine.....	\$50	132 & 133.....	\$20

Media/Technology/Additional Equipment:

Availability of equipment cannot be guaranteed unless it is reserved in advance. There is Wi-Fi available throughout the building. **Please note we do not have IT support on staff.**

Microphone (lavalier or handheld)

1 unit.....	\$10.00 per day
2 units.....	\$15.00 per day
Projector.....	\$10.00 per day
Laptop.....	\$10.00 per day
Webcam.....	\$5.00 per day
TV (with DVD player).....	\$10.00 per day
Easel & pad.....	\$12.00 per day
Folding tables (rectangular or circular).....	\$6.00 per table
Copies.....	10¢ per copy (single side)
	15¢ per copy (double side)
	25¢ per copy (color)

Price Review:

Prices are adjusted annually, effective September 1st. Groups will be billed at rates in effect for the year in which the event is being held. Updated rates will be available as of March 1st.

Deposit:

For overnight reservations, a deposit of \$20 per person, per night is required. For day use reservations, a deposit of \$5 per person is required, with a minimum deposit of \$30.00. The deposit is non-refundable.

Contracts:

All reservations are considered tentative until the signed contract and deposit are received. Space will be held only 30 days without contract and deposit. Group leaders are responsible for confirming an updated count by the date provided on the contract.

Final Billing Calculations:

The final count received on the contracted date prior to your arrival will constitute the minimum number for your bill. If the final number is not received on time, the previous number submitted will be used as a minimum for billing. **Remaining balance is due before departure unless other arrangements have been made at time of signing the contract.**

Cancellation Policies:

Cancellation Notice Received	Amount of Payment Required
60+ days prior to retreat	Forfeit of deposit
60-30 days prior to retreat	25% of the total cost
30-7 days prior to retreat	50% of the total cost
Less than one week prior to retreat	Full payment

*Please contact Nikki Madisen with any questions regarding group retreats.
Phone: (262) 898-2580 or E-mail: arrangements@sienaretreatcenter.org*