



Group Rates

Effective September 1, 2025 – August 31, 2027

DAY USE

- Half day meeting room use (fewer than 4 hours).....\$12.00 per person
- Full day meeting room use (4 hours or more).....\$24.00 per person

OVERNIGHT USE

- One overnight.....\$90.00 per person
- Sabbatical (minimum of 10 nights).....\$75.00 per person

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 Room.....\$75	Maple Room.....\$45	Cedar Room.....\$75
Pine Room.....\$55	Rooms 132 & 133.....\$25	Room 134.....\$15

Media/Technology/Additional Equipment:

We are pleased to include the following equipment items for use in the meeting room(s). Equipment that is needed should be requested in advance, no later than the final count date, and is available on a first come, first served basis. **Please note we do not have IT support on staff.**

Tables & Chairs

- Round, plastic folding tables
 - 4'
- Rectangle, plastic folding tables
 - 6' x 3'
- Mobile training tables
 - 6' x 2'

Audio / Visual Equipment

- Microphone (1 or 2 units)
 - *Lavalier / Clip-On*
 - *Handheld*
- TV / Monitor
 - *88" diagonal*
 - *42" diagonal*
 - *32" diagonal*
- Projector
- Laptop
- Webcam
- DVD / Blu-Ray Player
- Easel & Pad (*with markers*)
- Whiteboard (*with dry erase markers*)

Other A/V notes:

Copies: Copies can be made on site, single or double sided, black and white or color.

- 10¢ per copy – B&W, single sided
- 15¢ per copy – B&W, double sided
- 25¢ per copy – Color, single sided

- 35¢ per copy – Color, double sided

For highest quality printing, please email items needed to the Arrangements Coordinator (arrangements@sienaretreatcenter.org) or bring the document(s) saved on a USB flash drive. Payment for copies can be made in the bookstore upon completion.

WiFi: There is Wi-Fi available throughout the building.

Sound System: Siena’s large meeting rooms feature in-ceiling speakers

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 \$25 per person, per night is required. For day use reservations, a deposit of 10% of the balance due is required. The deposit is non-refundable and non-transferable.

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 upon arrival 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 the Arrangements Coordinator with any questions regarding group retreats.

Phone: (262) 898-2580 or E-mail: arrangements@sienaretreatcenter.org