SEEKERSPRINGS

RETREAT BOOKING PROCEDURES

STEP 1: Submit Reservation Request
Complete the Reservation Request Form on the retreats page of our website. This form helps us assess availability and determine if we can accommodate your group on your desired dates. The information provided will be used to create your retreat contract if booking is possible.

STEP 2: Review Contract & Deposit
Once your booking request is confirmed, we'll send you a contract based on the details provided. Review, sign, and return the contract along with a $100 non-refundable deposit and proof of liability insurance within 2 weeks to secure your dates. The deposit will be applied to your final balance.

STEP 3: Confirm Retreat Details
Two weeks before your retreat, we'll contact you to confirm final details (group size, arrival/departure times, meals, activities, etc.). Please confirm these details by the provided deadline (usually 1 week prior) to ensure proper planning and staffing.

STEP 4: Final Invoice
Once details are confirmed, we'll send your final invoice, which represents your minimum financial responsibility. Payment is due upon arrival unless otherwise arranged. Any additional charges (extra guests, meals, etc.) will be invoiced after your retreat.

STEP 5: Retreat Experience
A retreat host will be on-site to assist your group during the retreat. They'll be available for any needs and will collect final payment and track any extra charges.

STEP 6: Post-Retreat Follow-Up
Within a week after your retreat, you'll receive a follow-up email with a satisfaction survey and, if necessary, the final invoice.