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| **Retreat Reservation Form*****\*\*Please print and return this form, along with a general outline of your retreat, and your non-refundable deposit as soon as possible. Remember: Your date is not guaranteed until your deposit is received. Thank you!\*\**** |

**Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Date/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Persons Attending: DAYTIME \_\_\_\_\_\_\_\_\_ OVERNIGHT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Spaces Needed:      Dining Room\_\_\_\_\_       Day Room\_\_\_\_\_      Chapel\_\_\_\_\_**

**Living Room\_\_\_\_\_      Meditation Room\_\_\_\_\_     Garden House\_\_\_\_\_     Front Porch\_\_\_\_\_**

**Meals:               Sanctuary of Hope Provide Meals \_\_\_\_\_           Group to Cater Meals \_\_\_\_\_**

**Group to Bring in Prepared Meals \_\_\_\_\_**

**Which meals?     Breakfast\_\_\_\_\_     Lunch  \_\_\_\_\_    Dinner\_\_\_\_\_**

**Beverages: Coffee (regular & decaf)\_\_\_\_\_   Water\_\_\_\_\_   Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you wish Sanctuary of Hope to provide snacks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual Rooms:      Number of Overnight Rooms needed:  Single \_\_\_\_\_  Double\_\_\_\_\_**

**Presentation Equipment:    Flip Chart \_\_\_\_\_   TV/VCR\_\_\_\_\_   Podium/Microphone\_\_\_\_\_**

**Any other information/notes:  (use back of sheet if necessary)**

***Please return this form and deposit to:*
Julie Elwell, Retreat Coordinator
Sanctuary of Hope   2601 Ridge Avenue   Kansas City, KS  66102
*Questions? Call 913-321-4673***