

## *Booking Agreement*

### *Episcopal Church Province VIII*

*5:00 pm Sunday October 12, 2003 --to-- 1:00 pm Wednesday October 15, 2003*

*Printed 10/21/2003 by Mark Hammer*

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| <b>Sponsoring Group</b> | <b>Expected Registration</b> | <b>Primary Contact</b> |
|-------------------------|------------------------------|------------------------|
| Episcopal Church        | Adults 30                    | <b>Scott Stapleton</b> |
| 860 N. 1200 East        | Students 0                   | 860 N. 1200 East       |
| Los Angeles, CA 90036   | Children 2-11 0              | Los Angeles, CA 90036  |
|                         | Total 30                     | Work: 877-391-3805     |

**Lodging** Beam House (Out at 1:00 pm Tue); Creevey B (Out at 10:00 am Wed); Creevey C (Out at 10:00 am Wed); Creevey D (Out at 10:00 am Wed)

**Meeting Rooms** Beam / Upstairs Lg Mtg Rm; Beam / Downstairs Sm Mtg Rm; Beam / Other; Creevey Commons; Creevey / Meeting Room; Creevey / Lobby; Creevey / B Foyer Mtg Rm (Out at 10:00 am Wed); Creevey / C Foyer Mtg Rm (Out at 10:00 am Wed); Creevey / D Foyer Mtg Rm (Out at 10:00 am Wed); Creevey / Other

**Equipment** Chairs (30) (Creevey Commons); VCR/Monitor (1) (Creevey Commons) (At 12:45 pm Mon) (Done at 4:30 pm Tue)

**Meals** Sun Dinner (30); Mon Breakfast (30); Mon Lunch (30); Mon Dinner (30); Tue Breakfast (30); Tue Lunch (30); Tue Dinner (18); Wed Breakfast (18); Wed Lunch (18)

**Refreshments** MONDAY 10:00 am in Creevey Commons, Regular coffee for 30; 3:00 pm in Creevey Commons, Lemonade for 30; TUESDAY 10:00 am in Creevey Commons, Regular coffee for 30; 3:00 pm in Creevey Commons, Lemonade for 30; WEDNESDAY 10:00 am in Creevey Commons, Regular coffee for 30.

**Booking Status** Confirmed **Invoice Number** 03101

| <b>Reservation Fees</b> |            | <b>Due Dates</b>          |
|-------------------------|------------|---------------------------|
| Reservation Fee # 1     |            | <u>Item</u> <u>Due</u>    |
| First reservation fee   | 150.00     | Room Assignment 10/5/2003 |
| <i>paid 3/21/03</i>     |            | Final Numbers 10/5/2003   |
| Due 3/17/2003           | \$150.00   | Equipment Needs 10/5/2003 |
| Reservation Fee # 2     |            |                           |
| Second reservation fee  | 1,725.00   |                           |
| <i>paid 8/4/03</i>      |            |                           |
| Due 8/12/2003           | \$1,725.00 |                           |

#### **Notes**

03/04/03      Re: General

*Rates: Sunday dinner - Tuesday Lunch Creevey 2/rm: \$157.00 each  
Beam House 2/rm: \$143.00 each  
Sunday dinner - Wed. Lunch: Creevey (2/rm) : \$235.50 each*

*Please be out of bedrooms in Creevey by 10 AM*

08/04/03      Re: General

*Group will be 30 people Sunday dinner - Tuesday lunch, then 15-18 Tuesday dinner - Wednesday lunch*

10/21/03      Re: Meals

*Group would like to eat together in the Annex.*

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### *Our Favorite Retreat Center*

*12345 Main Street; Portland, OR 97001*

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