



Treasured Times Retreat Rates:

- Weekend Rates: Friday & Saturday evenings \$500 per night plus tax - two night minimum.
Add a 3rd or 4th night to your stay \$200 plus tax for each additional night
- Weekday Rates: Sunday - Thursday \$300 per night plus tax - two night minimum
- Day rental: Monday -Thursday (12 hour maximum) \$100 Studio/Meeting room
dependent on your needs and retreat availability

Sales Tax

- MN Sales Tax of 6.875% will be added to each of the above rates

Deposits

- A \$200 deposit is due upon reservation to reserve your stay.
The individual (Coordinator) who signs the Rental Agreement is responsible for any reservation changes, and for paying the deposit total (deposits may not be split among multiple guests).
- An email confirmation will be sent to confirm your reservation.
Your group will have the first chance at reserving the same weekend for the following year, however, this decision must be made within 2 weeks of your stay.

Payment Information:

- Full payment is due within 30 days prior to your stay.
If payment is not made within 30 days, your reservation will be cancelled and deposit will be forfeited.
The Coordinator will pay with one form of payment for their group.
** We can only accept personal check, certified money order or cash at this time.
** Checks payable to **Treasured Times Retreat**

Cancellation Policy:

- Cancellations made 60 days or more prior to reservation date will receive full deposit refund.
- Cancellation made 30 to 60 days prior to reservation date will be refunded 50% of deposit.
- Cancellation made less than 30 days prior to reservation date is non-refundable.

Check-in/Check-out times:

- Check in is 10 a.m. and check-out is 5 p.m.

Additional Policy Information

- Treasured Times Retreat is a pet free & smoke free facility
- Treasured Times Retreat and its owners are not responsible for accidents.
- By signing this agreement form you release all claims and liabilities against the owners and agree that they shall not be responsible for any theft or injury caused to yourselves or others while in or on the rented property.
- Owners of Treasured Times Retreat have the right to inspect premises during your stay for the well-being of the facility.
- Treasured Times Retreat has provided many items for your use at no additional charge. We ask that you treat them as if they were your own.

POLICIES ARE SUBJECT TO CHANGE



23276 630th Avenue
Litchfield • Minnesota
320.221.8831

Rental & Policy Agreement

All policies, terms and conditions above must be agreed upon by all guests at Treasured Times Retreat.

Renter: _____ Reservation Date: _____

Renter Address: _____

City, State & Zip: _____

Phone: _____ Email: _____

Renter Signature: _____ Date: _____

Once you have read and signed this agreement, please mail it back with your deposit or full payment to:

Treasured Times Retreat
Marla Thissen
63726 230th St. | Litchfield, MN 55355
320.221.8831

Make check/money order payable to **Treasured Times Retreat**

Are you joining us for,

Quilting _____ Scrapbooking _____ Business Meeting _____ Other Gathering _____

We look forward to you making treasured memories with us!