

Contract and Code of Conduct For Small Group Retreats at the  
OceanSide Retreat  
Revised 12/21/22

Please review and sign the following contract for your retreat at the OceanSide Retreat. Failure to comply with any of the below may result in the cancellation of your retreat. Return this along with your group's proof of liability insurance, statement of faith, and non-refundable deposit.

- The total cost for a weekend retreat is based on the number of guests in attendance. The total number of guests must be given **one month prior** to the start of your retreat. **12-16 people: \$270 per person, double occupancy rooms. 17-22 people: \$220 per person, double occupancy rooms.** A minimum of 12 guests is required to ensure your group has exclusive access to the facility.
- Arrival and Registration for all retreats is 4 pm Friday and Departure is 11 am on Sunday.
- **Three (3) meals** will be provided for all guests, including two (2) breakfasts and Saturday dinner. We must be made aware of any food allergies or dietary restrictions **one month prior** to ensure proper accommodations. Guests are responsible for any additional meals or snacks. Mealtimes are pre-set by the Ocean Side Retreat.
- Smoking of any kind, illegal substances, and alcohol are strictly prohibited on the premises.
- Groups will be provided times each day when the dining and meeting rooms are available.
- Guests signed up for Ocean Side Retreats are to attend and follow all scheduled sessions and mealtimes.
- Groups running their own lessons must provide the Ocean Side staff with a written schedule of their daily events. The group is responsible for printing its own materials and copies. Groups must also provide a list of the names of all participants and the room numbers which they occupy.
- Towels and linens will be provided. Guests are to provide their own beach towels and toiletry items.
- We ask that the last guest in the building for the evening please lock the front door.
- Beach tags are required to go on the beach. Daily tags can be purchased at the front desk for a discounted rate.
- Church groups must provide the Ocean Side Retreat with a copy of their church's liability insurance and statement of faith.
- If your group is participating with a streamed simulcast, additional costs may be added.
- **A \$500 non-refundable deposit is due 4 months prior to the scheduled retreat.**
- **Full payment, based on the number of attendees, is due 60 days prior to the start of the retreat date. No refunds will be given after this date.**

I, \_\_\_\_\_ have read and understand the  
( print name)  
above rules and regulations for the small group retreat on \_\_\_\_\_ through  
(date)

\_\_\_\_\_ and will encourage all participants to comply  
(Name of Church/Group)

with the above to the best of my ability. I understand the full amount for the retreat is based on the total number of attendees, payable in full 30 days prior to the retreat and understand my retreat may be canceled if not paid in full. I have included proof of our Church insurance and a statement of Faith.

\_\_\_\_\_  
(signature) (date)

\*Approved for WFCC by : \_\_\_\_\_