

RESERVATION POLICY:

→ \$100 Deposit required with reservation form. This deposit is **NON-REFUNDABLE**.

PLEASE NOTE: THE LEAD CHURCH REGISTERING FOR A RETREAT MUST SUBMIT TO THE COKER CREEK VILLAGE OFFICE A LIST OF OTHER CHURCHES ATTENDING WITH THIS RESERVATION, INCLUDING CONTACT INFORMATION FOR EACH.

PAYMENTS:

Any payments made by credit card after the initial \$100 Deposit will be subject to a Three Percent (3%) surcharge.

- 1 Payment of 30% of projected balance is due by January 15, 2016, or 120 days prior to arrival, whichever is sooner.
- 2 Payment of 25% of projected balance is due 60-90 days prior to arrival.
- 3 Payment of 25% of projected balance is due 30-60 days prior to arrival.
- 4 **Final payment of any balance due is to be paid at check in. No later than 10 days prior to arrival, the final number attending camp and the final number(s) for any activities are to be turned in to the Coker Creek Village office. These numbers will be the basis for the balance due at check in. Should the group leader fail to contact Coker Creek ten (10) days prior to arrival, then the group will be liable for the last verified counts given to the Village prior to arrival. There are no exceptions to this.**

Failure to meet the above payment schedule will subject a reservation to "space available" status until brought current.

CHANGES:

- 1 All Groups: Changes in numbers must be made timely to Coker Creek Village, but no later than 10 days prior to arrival.
- 2 Any changes made within 10 days of arrival will be handled as follows:

Change in Number:

Increase: Only upon permission of Coker Creek Village once space availability is established. Group may check in with balance due payable upon arrival.

Decrease: **No refund of any kind** for any drop in numbers within 10 days of arrival.

CANCELLATION:

More than 60 days from arrival: Group will receive a 50% refund of monies paid and a 25% credit toward following year's reservation.

Less than 60 days from arrival: Group will receive a 25% credit toward following year's reservation. **NO CASH REFUND.**

DAMAGES:

Each group will make a refundable \$100 deposit at check-in (church check or credit card) for damages which may be incurred. Group will be responsible for any damages occurring during their stay.

COKER CREEK VILLAGE MISSION STATEMENT

The mission of Coker Creek Village Adventure Retreat Center is to provide our guests with quality service in a Christian atmosphere wherein they may obtain their retreat aims, goals and objectives. Further it shall be our mission to provide safe, attractive grounds, comfortable lodging and facilities, outstanding food, and exciting activities at a reasonable price.

To help us achieve our mission, we ask that if you know of any special requirement(s) of member(s) of your group, please notify our office at your earliest convenience so that we may make necessary accommodations. This might include housing requirements, dietary concerns and/or medical issues.

PLEASE COMPLETE THE FOLLOWING SECTION IN FULL.

GROUP NAME: _____

Group Leader: _____

Other Church(es) _____

attending with this group: _____

Please use back of form to submit all information on other groups!

Daytime Phone _____ **Cell Phone** _____ **Fax** _____

Arrival Date/Time _____ **Departure Date:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Estimated Total No. _____ **Males:** _____ **Females:** _____ **Age Range:** _____

Reservation Deposit of \$100: **Visa** ___ **MasterCard** ___ **American Express** ___ **Discover** ___ **Check** ___

Card Number: _____ **Expiration Date:** _____ **Zip Code for Credit Card** _____

Name on Card: _____ **Billing:** _____

By signing this application below, you indicate that you have read the entire reservation form and agree to abide by the terms set forth herein.

Date: _____

Printed: _____ **Signed:** _____

COKER CREEK VILLAGE

ACCEPTED: _____ **Date:** _____

Mailing Address: P O Box 96, Coker Creek, TN 37314

Street & GPS Address: 12528 New Hwy 68, Tellico Plains, TN 37385

www.cokercreekvillage.com

Email: info@cokercreekvillage.com

Phone: 423-261-2310

Fax: 423-261-2518

Reservations Only: 800-448-9580