



## Limina Renewal Center

### Private Groups Information Packet & Planning Guide 2024

Thank you for considering Limina Renewal Center for your event. For more information about Limina's lodging and meeting spaces, please visit our [website](#). Limina Renewal Center is open year-round for private groups to host retreats, workshops, meetings, and other private gatherings that are in keeping with Limina's mission as a place of spiritual renewal. All bookings include access to the whole house and property. Limina staff live on the property and may be present in the house regardless of whether booked to support your group.

#### **BOOKING OPTIONS** (a minimum of 6 people and two-night's stay required for all bookings)

- Overnight lodging with meals provided by Limina
- Overnight lodging with meals provided by Limina, and Limina staff present to offer spiritual direction, guided nature walks, campfires, a/v assistance, and other support for your event.

OR

- Day-use of common areas with meals provided by Limina

#### **What Your Rates Include**

Overnight Packages: The overnight package rates are per person, per day, and include:

- Exclusive use of the house available until 1 PM on day of departure
- Basic A/V equipment including a smart TV, projector, and screen (staff assistance can be booked as part of the Meeting Package with Meals or Complete Meeting Package)
- Fitness room, including sauna
- Campfire circles (only available with the Meeting Package with Meals or Complete Meeting Package)
- Access to walking trails over 15 acres, including nearly 1,000' of waterfront

Day-Use Packages: For groups coming for just the day, there is a per-person, day-use fee that includes:

- Exclusive use of the common areas of the house for the full day (8 am – 4 pm)
- Basic A/V equipment including a smart TV, projector, and screen (staff assistance can be booked as part of the Complete Day Meeting Package)
- Access to walking trails over 15 acres, including 1,000' of waterfront
- Meals, snacks, and coffee service are charged separately, if part of the booking



## GROUP SIZE

Limina has 8 guest rooms. Five rooms have a queen-sized bed or a king-sized bed and can accommodate two people. Two rooms have two queen-sized beds and can accommodate four people. One room has a full-sized bed. Maximum group size is 20 adults. A minimum of 6 people is required for all overnight or day-use groups. Special requests for a smaller group size will be handled on a case-by-case basis and is dependent on availability.

## DEPOSIT

A non-refundable reservation deposit of 25% of the entire stay's cost is due within 14 days of Limina confirming your booking request. The reservation deposit is non-refundable and will be applied to your final bill. Dates will be held for you for 14 days after confirmation of your requested booking, at which time they will be released if the non-refundable deposit and a signed *Terms & Use Agreement* are not received.

## TERMS & USE AGREEMENT

A signed *Terms & Use Agreement* is required in addition to the non-refundable deposit to lock in your dates with Limina Renewal Center. Dates will be held for you for 14 days after confirmation of your requested booking, at which time they will be released if the signed *Terms & Use Agreement* and non-refundable deposit have not been received.

## GUARANTEED NUMBERS

Your guaranteed minimum count is due 28 days prior to your arrival. A minimum of six guests is required for all private bookings. If you need to increase your group size up to 72 hours before your stay, please contact the Limina staff and we will try to accommodate your request.

## LAST MINUTE CHANGES (Within 72 hours of your stay)

If there are last minute additions for your event, Limina Renewal Center staff will make every reasonable effort to accommodate the additional persons, however payment in full for all guests must be received 24-hours prior to the date of your arrival.



## PAYMENT

A final invoice will be provided upon receipt of your guaranteed minimum number. Payment in full must be received 14-days prior to the date of your arrival.

## CANCELLATIONS AND REFUNDS

Your deposit is non-refundable. All cancellations must be received in writing prior to 45 days before your contracted arrival date. Failure to provide 45 day's notice of a cancellation means you will be responsible for full payment under this agreement.

## INSURANCE & DAMAGE

By signing the required *Terms & Use Agreement*, all individuals in your group agree to indemnify, defend, and hold harmless the Limina Renewal Center against any and all claims arising out of the use of Limina Renewal Center. Your group is responsible for any damage to the property of Limina Renewal Center beyond that which is generally considered to be from normal use.

## INSURANCE REQUIREMENTS

Depending on the size of your group and the nature of your stay, the staff at Limina reserve the right to request proof of liability insurance.

## KEY DEADLINES

**Reservation Request Form (on website):** *Complete & submit to Limina to begin reservation process*

**Signed Contract with Limina:** *Signed by both parties after confirming details of stay with Limina*

**Deposit & Signed Terms and Use Agreement:** *Due 14 days after contract is signed*

**Cancellation Date:** *45 days before your arrival date*

**Proof of Liability Insurance (if required):** *Due 30 days before your arrival date*

**Guarantee Minimum Number:** *Due 28 days before your arrival date*

**Final Invoice Payment:** *Due 14 days after receipt of final invoice*