



## Financial Policies The Lodge—Group Use

Vision Ministry is thankful that your group is interested in using our facilities at The Vision for your event. Our financial policies are designed to facilitate the stewardship of our ministry. We ask that you carefully read over these policies, paying close attention to all time-sensitive items.

A deposit of 50% of your total invoice and a signed event agreement form is required to secure your reservation at The Vision. This deposit is fully refundable and/or transferable up to **60 days prior** to the start date of your event. After 60 days prior to your event, your deposit is non-refundable.

Should a date change be needed, notification must be given no later than **60 days in advance** of your original intended date. Any deposits received for that event can be transferred to a later date not extending beyond 12 months from the originally reserved date. This policy is subject to facility availability. After 60 days prior to your event, your deposit is non-transferrable.

We understand that group numbers fluctuate for various reasons. Because we want to make the most of our campus by using all possible space to its potential, we ask that group leaders contact us as group numbers change. If your reserved numbers drop to an amount lower than the number stated on your reservation and notice is given to our offices at least **60 days in advance** of the start of your reservation, the difference will be applied to your balance. If your reserved numbers drop to an amount lower than the number stated on your reservation and notice is NOT given to our offices at least **60 days in advance** of the start of your reservation, your deposit will not be prorated.

You must notify us **no later than 60 days prior** to the start of your reservation if your total group numbers have decreased. *Your group is financially responsible for the full price of any reservations made and not cancelled within 60 days before the start of your reservation.*

Bear in mind that any Lodge reservations that are adjusted from a full rental of the Lodge (all rooms, meeting spaces, Banquet Hall, and Game Room) to a room-by-room rental of the Lodge will no longer carry the guarantee of no other parties being in the space simultaneously. Vision Ministry works to make all vacant space available to as many who would like to be on campus at a given time. You may add to your reservation at any time as long as there is space available. Please let us know if you have any questions about these policies and/or building capacities.

<b>Deadline:</b>	<b>Deposit:</b>	<b>Group Numbers:</b>
> or = 60 days in advance	Deposit is 100% refundable or transferrable.	Can be cancelled or changed without penalty.
< 60 days in advance	Deposit is non-refundable. Deposit is non-transferrable.	Group is responsible for full price of reserved numbers.
Anytime	50% deposit required for additional reservation.	Can be added as long as space is available.