

Business rentals and overnight accommodations

Rental rates and policies

We offer affordable rates for meeting room day use, special events, and overnight accommodation and meal packages.

Meeting room day use

Room	Capacity	Hourly rate*	Day use**	Deposit
Heron	49 (conference)	\$50	\$300	\$150
Osprey	49 (rounds)	\$43	\$258	\$150
Eagleview	98 (classroom)	\$74	\$444	\$150
Goldfinch	10 (conference)	\$30	\$180	\$150
Knutzen Family Theatre Rehearsal Hall	For more information on Knutzen Family Theatre, contact Centerstage Theatre at 253-661-1444.			

*Three hour minimum rental. Banquet/social rates available upon request.

**Day use rate is for 9 hours.

Overnight accommodations and meal packages

Overnight Packages	2011 Rates
12-44 overnight guests Use of Heron or Osprey banquet room	\$45.25 per person \$35.25 for 3 meals (B/L/D) Total: \$80.50 per person
45-90 overnight guests Use of Eagleview banquet room	\$45.25 per person \$35.25 for 3 meals (B/L/D) Total: \$80.50 per person

Our rental policies

Overnight reservations and accommodations

Reservations and accommodations are provided on a group basis only, with a minimum booking of 12 guest rooms and/or meals. We do not accommodate room bookings for individuals. A guaranteed number of overnight guests is required 30 days before your event. If a guaranteed number is not submitted by that date, the attendance figure listed in the rental contract will become firm.

Dumas Bay Centre provides onsite catering services for overnight retreats. The retreat package includes three meals per day. Additional meals may be ordered for early arrival or late departure. Snack and coffee services are available for an extra charge. We also have soft drink and snack vending machines onsite. All retreat/overnight meals are served buffet style unless prior arrangements are made.

Additional information:

- Check-in time for overnight rooms is 3:00 p.m. Check-out time is 11:00 a.m. Staff is available onsite from 7:00 a.m. to 11:00 p.m. Late arrivals must make prior arrangements to gain entry to the building after 11:00 p.m.
- All overnight packages include bedding, towels and housekeeping services.
- Reservations for overnight rentals may be scheduled up to 12 months in advance.
- Meeting rooms large enough to accommodate retreat groups are provided at no additional charge, with required food services. Additional rooms may be used for an extra fee.
- Additional meals may be ordered for those guests who do not require overnight accommodations. A facility use fee of \$4.00 per person will be charged all day attendees who are not staying overnight.
- Special dietary needs may be accommodated with 7 days advance notice. An additional fee may be required.
- All meal prices include gratuity.
- A minimum booking of 12 overnight rooms and/or meals are required.
- The conference coordinator will determine available rooms for each retreat and distribute keys.

Meeting room and reception information

- Reservations for day use may be scheduled up to 12 months in advance for rentals occurring Monday through Thursday, and up to 6 months in advance for rentals occurring Friday through Sunday.
- Groups are responsible for arranging their own chairs, tables and other equipment, and should leave the room in the same arrangement as when they arrived. An additional charge will be assessed if the banquet room requires rearranging after a group's departure. Groups will be held responsible for any damage beyond normal wear and tear.
- Rental time must include setup/decorating and take down/cleanup. Cleanup includes arranging the furniture back to its original location and removing all decorations.
- Catered meals, snacks and coffee service are available for an extra per person charge.
- The use of the grounds is open to the public for passive recreational use.

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Our rental policies, cont.

Procedure and payment

Rental fees

- Reservations made more than 90 days before the rental start date require 50% of the rental fee at the time of application. The remaining 50%, in addition to 100% of the damage deposit is due 90 days before the start date of the rental.
- Rental reservations made less than 90 days before the rental start date require 100% of the rental fee and 100% of the damage deposit at the time of application.

Refund policy/rental adjustments

All cancellations and requests for food and room adjustments must be received in writing. Here are our cancellation and rental adjustment policies.

Cancellation policy

Cancellations made with more than 90 days' notice will receive a full refund of the rental fee and damage deposit. Cancellations made 60 to 90 days before the rental start date will receive a 50% refund of the rental fee and a full refund of the damage deposit. In both cases, an administrative booking fee of \$25.00 will be assessed. Refunds will not be issued for cancellations made less than 60 days before the rental start date, although the full damage deposit will be returned.

Rental adjustments

Adjustments in food and room counts may be made up to 30 days before the rental start date, and a revised rental agreement will be issued. Requests to decrease food and room counts made 15 to 30 days before the rental start date will be accepted for up to 15% of the food and room counts on the most current rental agreement. Increases to food and room counts made less than 15 days before the rental start date will be handled on a case-by-case basis. Reductions to food and room counts will not be accepted with less than 15 days' notice.

Damage deposit

After your event, the damage deposit will be refunded if the facility is left clean and undamaged. Any fees charged for repairs and/or non-routine maintenance will be deducted from the damage deposit, if applicable, and additional fees billed if damage is greater than the value of the damage deposit. Any eligible refund will be mailed four to six weeks after the event.

5/2011