

## Reservation Checklist for Group Leader

- Make reservation with Pecometh – Sign the agreement and return it with your deposit within 30 days to secure the date and facilities. Your proof of non-profit status and Certificate of Insurance is due at this time as well. (See below)
  - Two weeks prior to your scheduled event, send a copy of your schedule/agenda.
  - One week prior to your scheduled event, contact Pecometh with your final numbers, and prepare for payment of the agreed upon balance due at Check In.
  - On the day of your scheduled event, Check In at the Riverview Retreat Center and bring the final payment with you.
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- **Proof of Insurance** – It is our expectation that groups coming to Pecometh carry their own liability insurance. We ask all guest groups to list Pecometh as “an additional insured” on their “Certificate of Insurance” and provide us with a copy prior to the scheduled reservation. This can be done with a simple email or phone call to our insurance agent. It is generally accepted and expected standard business practice and will have no affect on your rates.
  - **Non-profit Status** – Pecometh is a nonprofit agency that seeks to provide a place for fellowship and ministry to religious, educational and other nonprofit groups. As such, guest Groups are required to supply proof of nonprofit status so that we may remain in compliance with our IRS nonprofit determination. To remain consistent with our mission and this policy, we will not longer rent our facilities to individuals or for private parties. Groups that are affiliated with The United Methodist Church are exempt from this request because Pecometh has a blanket determination for the denomination on file. If you have any questions, please feel free to call.
  - **Group Agenda** – We request that you send a copy of your agenda at least two weeks prior to your scheduled event. This helps us to better prepare facilities and programs for your time with us. It is also a great way for the program planner to begin to work through the details of the event with some time to execute any necessary changes.
  - **Payment Policy** - Full payment for your reservation is due at Check In. One week prior to your scheduled arrival, Pecometh will contact you for your final numbers. We will then provide you with an agreed upon “balance due amount at Check In”. If your actual numbers vary greatly from this amount, we will work with you to make adjustments as needed.

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