



THE PHOEBE NEEDLES CENTER RATES FOR 2009

Rates are subject to change without notice at the discretion of the Center (prior to a signed contract). Rates do not include sales, lodging or meal taxes if applicable. Non-profit groups should provide a tax exempt certificate to avoid tax charges. Groups are asked to provide a certificate of insurance with reservation and deposit.

Phoebe Needles Hall or Webb Lodge

Lodging non-profit	\$30
Lodging private & for profit	\$35
Day use non-profit	\$120/day
Day use private & for profit	\$190/day

McCauley Hall

Receptions day or evening	\$200/up to 100 people
Non-profit meetings	\$150/day
Private & for profit	\$200/day
Kitchen fee	\$75

Meals (menus available)

Breakfast	\$ 7.00
Lunch	\$ 7.50
Dinner	\$11.00
Brunch	\$ 8.00
Continental Breakfast	\$ 5.00

Meals are served for a minimum of 10 people. Final count must be provided one week in advance of event. Charges are based on the final count or actual number whichever is higher.

Outdoor Weddings and Receptions

(call Center for pricing)

Challenge Course (Low & High)

Non-profit groups	\$12/day/person - \$20/day/person
Private & for profit groups	\$15/day/person - \$24/day/person
1/2 Day	\$9/person - \$12/person

(a minimum of 8 people are required)

RESERVATIONS AND QUESTIONS

Call 540-483-1518 or 800-848-1677
Monday, Wednesday, or Friday 9:00 a.m. and 2:30 p.m.
or e-mail PNCenter@gmail.com

Taxes

The following taxes will be added to the invoices of all groups that do not provide a tax exempt certificate: Franklin County lodging tax 5%; State meal tax 4%; State sales tax 5%.

Other Charges

A damage/excessive cleaning deposit of \$200-\$500 will be charged based on the type of group and number of people, and due with full payment within 60 days of use. Damages exceeding the deposit will be billed and due upon receipt. Non-profit groups may be exempt from this deposit. Deposit is refundable if no damage or additional cleaning charges are incurred.

Pets are not permitted on the grounds or in the buildings (except service animals).

RV's guests staying overnight will be charged \$30 per night. No hookups, water or sanitary facilities are available.

A \$25 service charge will be added to all returned checks.

Reservation and Cancellation Policy

Reservations are booked upon receipt of a signed contract and a down payment of 25%. The estimated payment in full must be received within 60 days of the date you are using the facility. Full payment must be received on reservations made within 60 days of use. A late fee of 10% will be added if not received by the due date.

A 50% refund will be made if cancellation occurs 60 days prior to the scheduled event. A 25% refund will be made 30 days prior to the event. No refund will be made if cancellation occurs less than 30 days prior to the event.

The damage/excessive damage deposit is fully refundable in the event of cancellation. The Center reserves the right to cancel a reservation for any reason with a seven day notice with a full refund.

Exceptions

Children 5 years of age and under may stay overnight at the Center with a parent or guardian at no charge for lodging or meals. Children 6 to 12 years of age staying overnight at the Center with a parent or guardian will be charged 1/2 price for lodging and meals.

Special rates may apply for groups staying overnight during the week. Qualified groups using the Center for the first time will receive a 10% discount before taxes.