



VOL. COPY

55 PAGE 4426
2200 South Washington Ave.
Livingston, TX 77351
Phone: (936)328-3200
Fax: (936)328-3231
www.cho-yeh.org

GUEST BOOKING CONFIRMATION AND POLICY CONTRACT FOR
Polk County Courthouse November 2009 Luncheon
Tue 11/17/09 9:00 am -to- Tue 11/17/09 2:00 pm

Please review the enclosed information carefully and return a signed copy to the Cho-Yeh office.

DEPOSIT & PAYMENTS

Deposits are 20% of the estimated total and must be received in order to reserve Cho-Yeh facilities. If the deposit is not received by the designated date, the reservation may be cancelled. Deposits can be applied to the balance due or kept on file with Cho-Yeh to reserve a future event unless damages to the facilities and/or site are incurred. In such case, your organization will be invoiced accordingly.

Final Payment of your event is due in the Cho-Yeh office on or before the beginning of your event, unless prior arrangements have been made with Cho-Yeh. If payment is not received on or before the event, a fee of 1.5% of the outstanding balance will be added at 30 day intervals beginning 30 days from the last day of the event until full payment is received.

DEPOSIT WAIVED

Initial Here: [Signature]

GUARANTEED NUMBERS

Four weeks prior to your event, we require the guaranteed number of participants that you will be billed for. This guaranteed number covers both lodging and meal counts. If there are facilities available, you may also increase your number at this time. Thank you in advance for your help in allowing us to be good stewards of our facilities and resources.

Initial Here: [Signature]

CANCELLATIONS

Cancellations are to be made in WRITING and RECEIVED within the time specified below. Please mail or fax your cancellation notification to Cho-Yeh or contact us by phone to receive email instructions. Cancellation at any time after signing this contract requires forfeiture of deposit.

Cancellation Penalty Fees

- 90 days prior to event
61 - 89 days prior to event
31 - 60 days prior to event
16 - 30 days prior to event
15 or fewer days prior to event

- Full refund of deposit and payments
Forfeit of deposit, but and payments made are refundable
Forfeit of deposit and 25% of initial retreat balance will be billed
Forfeit of deposit and 50% of initial retreat balance will be billed
Forfeit of deposit and 100% of initial retreat balance will be billed

Additional cancellation fees may be applicable if special provisions have been made to facilitate your event.

Initial Here: [Signature]

ACTIVITIES & EQUIPMENT

Activities and equipment reservations are to be finalized with Cho-Yeh as soon as possible, but no later than two weeks prior to the event. Failure to request activities and equipment and/or set-up needs in a timely manner could result in a lack of availability. See the attached list of available Cho-Yeh activities. We ask for a tentative schedule four weeks prior to the event, and we will then work with the group coordinator to finalize schedules based on all groups visiting Cho-Yeh.

Initial Here: [Signature]

POLICIES

Assumption of Risk Forms are to be completed by EVERY attendee and returned to the Cho-Yeh office upon arrival. If the attendee is under the age of 18, a parent or legal guardian must complete the form. Copies of the Assumption of Risk Form and an Information Form for Participants are enclosed within this document.

Supervision Ratios for Under-18 Participants: Supervision of event participants is the responsibility of the adult sponsors of the group. The following chart provides information about required ratios for supervision of participants under the age of 18.

Table with 4 columns: Age, Number of Adults, Overnight Participants, Day-Only Participants. Rows include age groups 4-5, 6-8, 9-14, and 15-18 years.

First Aid and Emergency Care: are the responsibility of the group. Transportation for emergencies is the responsibility of the group. First Aid supplies and equipment are the responsibility of the group. Cho-Yeh advises that the group bring someone with a nationally recognized certification of CPR/First Aid and gain contact information, medical histories and permission to treat for all participants before arrival.

Arrival: Check in time is 4:00pm for a group coordinator unless prior arrangements have been made with Cho-Yeh. Upon arrival, Cho-Yeh Staff will issue the group coordinator a Welcome Packet which includes orientation, safety regulations, and emergency procedures. Please allow 15 minutes at the beginning of your schedule to cover this information.

Departure: Check out time for an overnight stay is 12:00pm unless prior arrangements have been made with Cho-Yeh. The group leader must check out with the designated Cho-Yeh staff member prior to departure to assess any damages to the facilities, and to return keys and the Guest Evaluation Form.

Keys are issued to the group leader upon arrival. There is a \$25 "LOST KEY" fee for each key that is not returned.

Cho-Yeh reserves the right to make necessary lodging changes to maximize the use of our facility and resources. You will be notified in advance if changes are necessary. Final lodging assignments will be communicated four weeks prior to your event.

Initial Here: N/A

**Cho-Yeh Camp and Conference Center Inc.**  
 2200 S. Washington • Livingston, TX • 77351 U.S.A.

**Polk County Courthouse**  
**Jan Shandley**  
 Livingston TX 77351

**Invoice**  
 October 8, 2009

**Charges**

**Polk County Courthouse November 2009 Luncheon: 11/17/2009 to 11/17/2009**

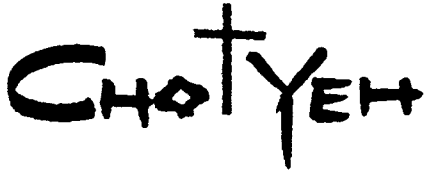
Date	Description	Qty	x	Units	@	Rate	=	Amount	Sales Tax	Hotel Tax	Total
11-17-09	Pine Room Rental		x		@		=	\$350.00	\$0.00	\$0.00	\$350.00
11-17-09	Discount to match quoted price.	1	x	1	@	(\$100.00)	=	(\$100.00)	\$0.00	\$0.00	(\$100.00)
<b>Totals:</b>								<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>

**Payments**

<b>Total Charges:</b>	<b>\$250.00</b>
<b>Payments:</b>	<b>\$0.00</b>
<b>Postdated Payments:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$250.00</b>

**Make checks payable to Cho-Yeh Camp and Conference Center Inc.**

Before an event, invoices show charges based upon the expected number of participants communicated by the group coordinator. Invoices are subject to change after an event to reflect corrections and/or incidental charges incurred during your stay.



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COPY

sign here

**Polk County Courthouse November 2009 Luncheon**  
9:00 am Tuesday November 17, 2009 --to-- 2:00 pm Tuesday November 17, 2009

Your signature below indicates you have read and agree to abide by all Cho Yeh Camp and Conference Center, Inc. terms, conditions, and policies:

Signature of Group Representative: John P. Thompson Date: 10/6/09

Printed Name of Group Representative: John P. Thompson, County Judge

Signature of Cho-Yeh Representative: S Bigham Date: 9/25/2009

Printed Name of Cho-Yeh Representative: Cory Bigham, Director of Retreats

Make two copies of this contract. Keep one for your records and sign the second copy indicating you have read and agree to all enclosed information. Return the signed and initialed pages to the Cho-Yeh Office.

In addition to your signed contract, please send:

1. A copy of your organization's Tax Exempt Certificate (if applicable)
2. Proof of Insurance
3. Deposit

This signed contract and the above items must be received in the Cho-Yeh office by the date designated on the Booking Contract to finalize your event reservation.