

**THANK YOU FOR CHOOSING THE PROVIDENCE LODGE AND GALLERY
FOR YOUR CONFERENCE!**

WE LOOK FORWARD TO YOUR VISIT.

To make sure there is no confusion on the accommodations, services or prices offered, please review the following terms carefully and fax a copy back to us at 828-456-5489.

I. ABOUT YOUR GROUP

Group Name: _____

Contact Person for your group: _____

Arrival date: _____

Departure date: _____

Rooms: Total nights: _____ @ \$1,600.00 per night plus North Carolina occupancy tax of three (3%) percent and North Carolina sales tax of seven (7%) percent for a total per night of \$1,760.00.

II. ABOUT YOUR MEALS

A hot breakfast is included in the price. We also offer lunch @ \$10.00 per person and dinner \$15.00 per person, plus tax.

This is to confirm that you would like to have the following meals and guarantee at least the following number of guests (please give a final count when you arrive if there is a substantial number more).

GUESTS:

_____ hot breakfast is included.

_____ lunch @ \$10.00 per person, plus sales tax

_____ dinner @ \$15.00 per person, plus sales tax

TOTAL ROOMS AND ESTIMATED MEALS = \$ _____

III. ABOUT OUR SERVICES

You will have the entire lodge, consisting of fifteen (15) bedrooms, thirteen (13) baths at present (more are being added). For your meetings, there is a great room on the main floor, a library downstairs, the dining hall, as well as an expansive front porch and rear deck in good weather. A fire ring is available for marshmallows and s'mores. We have commercial quality conference tables and chairs to set up as you wish and a lectern for your speakers. We are well stocked with books and games to entertain your group. There are no televisions or telephone in the rooms.

If your stay is for a week, there will be a mid-week linen change.

Our aim is to offer hospitality and make your stay in the mountains a wonderful experience. If you have need of special services (a special dinner, birthday cake, or other circumstances, we will be happy to assist you). If you have any special dietary needs, such as diabetic or vegetarian, we would appreciate knowing that. We do not operate a restaurant and our meals are prepared specially for your group.

We offer an ever-changing gallery of mountain quilts, furniture, paintings, pottery and other gift items to remember your time with us.

IV. ABOUT CONFIRMATION OF THE RESERVATION and DEPOSIT

Please email this information to us at ProvidenceLodge@providencelodge.charter.net and also mail a signed copy TOGETHER WITH A CHECK FOR 1/4 (ONE-FOURTH) OF THE TOTAL AMOUNT ABOVE TO: Providence Lodge and Gallery, 49 Atkins Loop, Lake Junaluska, North Carolina 28745. You will receive email confirmation when your check and signature has been received which will reserve your space. YOUR SPACE IS NOT RESERVED UNTIL WE RECEIVE YOUR DEPOSIT AND SIGNED CONFIRMATION.

V. ABOUT CANCELLATION

The DEPOSIT IS NON-REFUNDABLE; however, if you are unable to meet your group at the designated time, you can give us thirty (30) days advance notice and we will try to rebook your rooms, and will offer you the opportunity to rebook with us within twelve (12) months of the original date of your visit. If you rebook during that time frame, your deposit will be applied to the new booking. If you choose not to rebook during that time frame, you will not be able to apply the deposit to a subsequent period.

We know you can understand and appreciate our desire to accommodate everyone and this policy will help us do so. If you are able to help us by booking a different group in your time slot, that group can reimburse you directly for the deposit and we will be happy to credit your deposit to their account. This policy will help us better plan for you and other groups.

VI. ABOUT SPECIAL CONCERNS

Providence Lodge and Gallery has adopted a NO SMOKING/NO CANDLES policy because of the age of the building. While we welcome youth groups, we would appreciate our youthful guests to be mindful of the history and age of the building. There are great areas outside for football and other games which are not appropriate indoors.

VII. OTHER OPPORTUNITIES

Our hospitality ministry extends to other houses at Lake Junaluska that are available for families and groups ranging from five to eighteen people where you may cook or cater your own food. If you have a large group, with the Providence and the houses, we can accommodate approximately 125 people. If you are offering a marriage or couples retreat, you might want a combination of more privacy and use the Providence for your meals and meetings. We want to serve you in any way that we can.

Thank you for booking Providence Lodge; we look forward to greeting you upon your arrival.

print name

signature

date