



Dear Crestfield User,

Thank you for choosing Crestfield for your upcoming event. This letter provides some important information related to your reservation and stay.

As a ministry of the Pittsburgh Presbytery (Presbyterian Church USA), Crestfield's mission is to provide facilities, opportunities and space for people to come away to a Christ-centered community for recreation, reflection, rejuvenation and rejoicing. To confirm your reservations, please fill out and return the enclosed Group Information & Agreement Form and the blue copy of the Covenant of Agreement. The white copy is to be kept for your records. Sign and return it as soon as possible with your deposit of **\$20.00** per person. The number of beds reserved will be determined by the amount of deposit received. Our deposit policy has changed, so please review this information in the Covenant of Agreement carefully. **You must base your reservation number and your deposit on the amount of people you can reasonably expect to attend your retreat.**

Due to an increase in the number of groups that we serve, we must strictly adhere to our deposit policy. *We will hold space for a MAXIMUM of 30 days without a deposit. Groups scheduling less than three months in advance must pay the deposit within fourteen days of the initial reservation. The deposit is non-refundable.* Again, please be sure to carefully read the Covenant of Agreement as there are several changes in the agreement from those used in previous years.

It is an important part of our mission to maintain a feeling of Christian community on our site at all times. Unless you have booked and paid the deposit for exclusive rental of the entire site, you can expect to be sharing space and facilities with one or more other groups. According to your group size, you will be assigned private sleeping rooms and one complimentary meeting room. Additional meeting space may be reserved on a 'space available' basis at an additional cost. You will share the dining hall and outdoor space with other groups. We ask that you respect the privacy of other groups sharing the site.

Adjustments to your number of rooms or number of persons can be made according to the following guidelines:

Projected number decreases: You may call the office to adjust number downward until *14 days prior* to your arrival on site. You will forfeit \$20.00 per person of your deposit for number decreases.

Projected number increases: You will need to call and check for available space and we will be happy to accommodate you if space is available.

Your bill may be paid before arrival. Also, we can bill you following your stay. If the later option is chosen, we request final payment within 30 days of the final bill unless other arrangements have been made. If your payment is made at least 14 days prior to your arrival, you can reduce the total by \$2 per person for all persons registered. Pre-retreat bills will be made upon request only, so if you wish to take advantage of this discount, please contact our office. Your final bill is based on the number of people you give us no later than 14 days prior to your stay. *We reserve the right to refuse foodservice to any group if we have not been contacted or been able to contact you for final confirmation within 7 days of your arrival.*

Our staff stands ready to help make your Crestfield event a success. If you have questions or special requests, please feel free to contact our office between 9:30 AM and 3:00 PM Monday through Friday. Upon arrival at Crestfield, please check in at the office where our facility host will be available to assist you.

Again, thank you for choosing Crestfield. We look forward to seeing you and sharing Christian fellowship with you.

In Christ's Service,
Betty L. Angelini

Betty Angelini
Executive Director

Crestfield Camp & Conference Center of Pittsburgh Presbytery