**Reservation Policies and Payment Guidance**

Posted on June 4, 2020

Thank you for your interest in partnering with Cedar Glen for your next retreat. You can inquire or make reservation through the Camp directly. Give us a call here at camp at 760-765-0477 for more information or email Mary, our administrative assistant at: mpeters@calpacumc.org

**Reservations**

Reservations are accepted on a first call, first reserve basis. Reservations may be made up to one year in advance of the scheduled departure date.

Reservations for camps and retreats sponsored by the Conference of the United Methodist Church may be made two years in advance of the scheduled arrival date upon approval from the Director of Camping.

If you are not familiar with a campsite, you are encouraged to arrange a tour with the site management, before your reservation is made, in order to ensure that your program can be accommodated.

**Minimum**

Each area of each facility carries an occupancy minimum guarantee identified on your contract. This applies to the ENTIRE RENTAL PERIOD, and is the number of persons, regardless of age, required to pay the FULL PERIOD RATE. Your final invoice will not be less than the minimum guarantee multiplied by the full period rate.

**Cancellations/Change of Dates**

Should you find it necessary to cancel, you must call the campsite directly. If you cancel 90 or more days in advance of your scheduled arrival date, your deposit will be returned minus a 10% or $50 (the greater of the two) administrative charge.

If you cancel 89 days in advance of your scheduled arrival date, no portion of your deposit will be returned.

\*If you are staying 3 nights or more and cancel 45 days in advance of your scheduled arrival date you will be charged the minimum guarantee.
\*If you are staying 2 nights or less and cancel 30 days in advance of your scheduled arrival date you will be charged the minimum guarantee.

Failure to call and cancel your reservation will result in full minimum due charges and possible additional charges for food and services that may have already been purchased.

**Deposits**

A deposit of 25% of the minimum guarantee is required in order to reserve a site. Deposits are due 14 days from the date the reservation is made. Overdue deposits will result in the release of your reserved dates.

The deposit will be deducted from the total due during calculation of your bill at the site. Deposits cannot be adjusted if services are reduced. Refunds of deposits will not be made due to weather, road or other conditions unless, in the sole opinion of the site management, the site is inaccessible or unusable.

**Payment**

The total payment, minus the deposit paid is due upon check out.
Total payment will be based on the greater of, the minimum guarantee, final count turned in by group or the actual number of guests.
Additional charges incurred during your stay (ie: per person charges above your minimum) must be paid in full within thirty (30) days of your departure from camp.
Interest charges, not in excess of those allowed by law, will be charged on all past due accounts.

Please send payment made out to Cal Pac Conference to:

Camp Cedar Glen

PO Box 2500

Julian, Ca 92036-2500