

Custom Retreats, Studio or Vacation Rentals Pre-Reservation Form
Whispering Springs Haven for the Arts, Wellness and Nature Studies
304-364-8911 • Toll-Free: 1.877.WSHaven (1.877.974.2836) • whisperingspringshaven.com

Please complete and mail to: **Program Director • Whispering Springs Haven**

Corporate Office: 238 Sheppards Mill Rd • Bridgeton, NJ 08302

Rental Terms: Custom Retreats, Private Studio or Vacation Rentals

- Hummingbird House Great Room Rentals are limited to 8 persons. In the spring of 2010, campsites will be available for an additional 10 persons for a total of 18 persons in a party. Please check the Availability Calendar prior to submitting this form.
- All persons in a party must register prior to arrival. All guests must sign a disclaimer accepting full responsibility for personal experience. A parent, guardian or chaperon must accompany all children under 18 years old.
- Upon submitting this form, the rental manager will call or e-mail to confirm date availability, organize professional service requests and finalize your reservation. A reservation confirmation packet with all necessary forms & information for an enjoyable, safe experience will be forwarded.
- Rental Confirmation and Deposits: Within 7 days of rental confirmation, a Rental Deposit is required to secure reservation equal to (1) night stay. In addition, a Security Deposit is required as follows: Hummingbird House Great Room at \$100 per night, Studio Apartment at \$50 per night - to be paid upon arrival with balance of rental fee and optional service fees. Accepted methods of payment are Cash, Traveler's Checks, Visa, Master Card, and Discover. No checks please. No refunds or credits for unused nights. Upon approved inspection, the Security Deposit will be refunded within 7 days of departure.
- Cancellations: A refund minus 20% of deposit or a full credit applied to a confirmed alternate date will be given with written notice of (2) weeks or more prior to the arrival date. No refund or credits of deposit with less than (2) weeks written notice. If the rental is cancelled or rescheduled by Whispering Springs Haven due to the performance of others, severe weather, or any other unforeseen circumstance, renter will have the option of a full refund, or may apply the deposit to an alternate rental date, customized retreat, or workshop.

Contact Person Responsible for Rental: (please print):

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone (_____) _____ FAX (_____) _____ Best time to call: _____

Cell Phone (_____) _____ Work Phone (_____) _____

E-mail Address: _____ Please send confirmation packet via: Mail E-mail

Studio or Vacation Rental Requests: Please check all that apply. See Availability Calendar for open dates.

Whispering Springs Haven: Hummingbird House Great Room (\$1200/wk, longer or shorter rentals please call.)

Clay Studio (min. 3 days, \$15/day, \$155/wk) Campsite (Available Spring 2010) Bunk House (Available Upon Completion)

of Persons in Your Party* _____

*Upon Rental Confirmation, all persons in a party must register and sign a disclaimer accepting full responsibility for personal experience prior to arrival. Guest Registration Forms with disclaimer are included in the Rental Confirmation Packet forwarded upon confirmation. Rentals are pending until guest registration forms, signed disclaimer and deposit are received by Whispering Springs Haven management.

(See Sample of Disclaimer Form Found on Last Page)

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

Professional Services:

- Will Be Required To & From: Airport (\$35 max. 4 persons) Train Station (\$35 max. 4 persons) Park N' Ride (\$5 per person)
- Transport Services Will Not Be Required, I drive a 4x4 vehicle (limited parking on-site)
- Food Preparation and Cleaning Services Will Not Will Be Required (additional fees apply)

Optional Custom Retreats:

To enhance our rental experience, I/we are interested in designing a custom retreat to include the following services provided by Whispering Springs Haven. I understand a program director will consult with me and coordinate these services. Costs are determined prior to arrival and require renter's authorization before added to the total rental fee. To secure rental date and custom retreat services, a deposit equal to 1 night stay is due 7 days after receipt of rental confirmation.

- Creative Arts Studies:** Fees: \$25 - \$150/pp Illustration Painting Pottery/Clay Sculpture Photography
- Computer Graphic Design Beading Wood Carving Basket Making Stain Glass Weaving Quilt Making
- Dolls and Bear Making Soaps and Self Care Products Rustic or Fine Furniture Other: _____

Level of Experience Beginner Intermediate Advanced Professional

Wellness Services: Fees: \$35 - \$150 hr./pp

- Aromatherapy Spa Bath Massage Therapy Energy Healing Yoga Tai Chi
- Nutritional, Herbal or Vitamin Supplement Counseling Stress Management in the Workplace
- Meditative Stretch/Breath & Daily Unwinding Techniques Other: _____

Guided Nature Studies: Fees: \$20 - \$40/pp (in addition to the Guided Nature Tour included in Rental Fee)

- Guided Nature Studies:** Bird Watching Bird House Site Selection and Construction Mammals Insects
- Amphibians & Reptiles Aquatic Habitats Seasonal Wildflower Identification Identification of Trees, Shrubs
- Ferns Terrestrial Habitats Wildlife Photography (includes both plants & animals) Other: _____

Business Studies: Fees: \$25 - \$50/pp

- Advertising and Marketing Your Small Business Create Your Own "Brand Identity" Promotional Tools

Tour Package Options: (Available Spring, 2010)

- Fine Art & Crafts Studio Tours Historic Sutton Dinner Theatre Tamarack Wet 'n Wild White Water Adventure
- Birch River Horseback Nature Guide to: Cranberry Glades Monongahela National Forest New River Gorge
- Appalachian Arts, Music and Cultural Events History/Heritage Antiques/Collectibles Shopping/ Dining

Pending Fees:

Rental Confirmation Will Reflect Rental Fee, Security Deposit and Authorized Retreat Services

| | | |
|----------------------------------------|-------------|-----------------------------------------------|
| Facility Rental | _____ | |
| Transport Service | _____ | |
| Food Preparation and Cleaning Services | _____ | (Requires Consultation with Program Director) |
| | Total _____ | |
| Security Deposit | _____ | |
| | Total _____ | |
| Custom Retreat Services | | |
| Art | _____ | (Requires Consultation with Program Director) |
| Wellness | _____ | |
| Nature Studies | _____ | |
| | Total _____ | (Renter Authorization of Cost Required) |

Upon receipt of this pre-reservation form, a program director will call or email you to finalize your reservation as soon as possible. Final rental confirmation will reflect facility rental fees and additional service fees to include security deposit. Renter's acceptance of fees with authorized signature and deposit will secure reservation.

Upon rental confirmation, each person must sign the disclaimer below.

Originals will be enclosed in the Rental Confirmation Packet

Sample of Disclaimer (Signature of Attendee or Parent/Guardian/Chaperon is Required)

I the undersigned, understand that Whispering Springs Haven, LLC or any individuals or organizations providing professional services as hired staff, subcontractors, or facilitators renting space for private workshops, is not responsible for any accidents, injuries, illness, emotional or physical stress, loss or theft of personal property, or any other mishaps that may occur, whether or not as a result of negligence in connection with the property, workshop experience or retreat rental. I will abide by the house rules and safety precautions provided by the management of Whispering Springs Haven.

I accept full responsibility for my own experience, and/or the experience of the child named below.

Signature: _____ Date: _____

Name of Child Under 18 Years Old: _____ Date: _____

Name of Parent/Guardian/Chaperon: _____ Signature: _____

Please complete and mail to:

Rental Manager • Whispering Springs Haven

Corporate Office: 238 Sheppards Mill Rd • Bridgeton, NJ 08302

Or email to: rentals@whisperingspringshaven.com

For Immediate Personal Service Contact:

Karen Gambale' Adezio, Managing Director

director@whisperingspringshaven.com

1.877.WSHaven • 856-221-3008