

**Day Event and Activity Agreement**  
(fill out and mail or email back to [info@hortonhaven.org](mailto:info@hortonhaven.org))

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Horton Haven to provide following meals:  **Breakfast**  **Lunch**  **Dinner**

Special Requests:  
\_\_\_\_\_

Activities requested:  
\_\_\_\_\_

Purpose:  
\_\_\_\_\_

**If you have any changes in this information please contact Horton Haven as soon as possible. Make sure participants dress appropriately for the activities chosen. Minimum group size is 10 participants.**

**Cost Information:**

A total cost of your activities per person will be calculated and emailed.

A **deposit of 25%** is due sixty days prior to your arrival date.

- 60 days prior to the activity date your deposit is due.
- Cancellation within the 60-30 day period results in a loss of deposit.
- Cancellation within 30 days of your activity you will be charged in full.
- You may not decrease your numbers more than 10% in the last 30 days. If you reserve for 30 and 21 attend you are still obligated to pay for 27.
- You must notify HHCC of increases in your numbers of more than 5 participants within 7 days of activity date.

Please sign and return this original agreement to Horton Haven as soon as possible.

Your Name and Signature: \_\_\_\_\_

HHCC Signature: \_\_\_\_\_