

BAKER CREEK CHALETS & BISTRO

Exclusive Mountain Retreats in an intimate mountain setting

We look forward to hosting your conference at Baker Creek Chalets & Bistro

Reservation Policy & Signed Contract

- ❖ A \$1500 deposit is required at the time of your booking to secure your conference date; the deposit will be subtracted from your final bill on the date of your function/conference.
- ❖ Please note, the final bill is due payable at the end of your conference. We accept Visa, MasterCard, Debit or Cash.
- ❖ Deposits will be fully refunded if cancellation is more than 6 months before the date of your event. If cancellation occurs before 30 days prior to your event, 50% of your deposit will be refunded. Should cancellation occur within 30 days of your event, 100% of the deposit is non-refundable. Reservations during peak months of July, August & December require cancellation more than 3 months prior or deposit is forfeited.
- ❖ The guaranteed number of guests and rooming list is required 7 days prior to your conference/event. You will be responsible for the guaranteed number or the actual attendance, whichever is greater.
- ❖ 18% gratuity on food and beverage and GST are in addition to the final price.
- ❖ Health & Safety regulation prohibits any outside food in the conference centre or the Bistro.

Please do not hesitate to call if you have any questions, we would be happy to assist you.

Baker Creek Chalets  
 Shannon Cavanagh  
 (p) 403.522.3761  
 (f) 403.522.2270  
 (e) [bakerinfo@bakercreek.com](mailto:bakerinfo@bakercreek.com)

Baker Creek Bistro  
 Shelley Robinson  
 (p) 403.522.2182  
 (e) [bakercreekbistro@telus.net](mailto:bakercreekbistro@telus.net)

**COMPANY NAME:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_