

**Retreat Policy  
Guaranteed Minimum Worksheet**

Group leaders will be asked at time of reservation for an estimated number of participants. This number will be used to establish the guaranteed minimum, which is 80% of the estimated number.

Given Estimate	80% Guaranteed Minimum	
100	0.8	80
90	0.8	72
80	0.8	64
70	0.8	56
60	0.8	48
50	0.8	40
40	0.8	32
30	0.8	24
20	0.8	16
10	0.8	8

Two weeks prior to event, an updated estimate will be requested. If the number falls below 80%, group is financially responsible for the established guaranteed minimum. If the number is above 80% of the original estimated number, a new guaranteed minimum is established. The group will be responsible for payment based on the updated estimate, although a 10% attrition rate will be allowed.

*If updated estimate is = or < 80% of established guaranteed minimum, group is financially responsible for that 80%.*

*If updated estimate is > 80% of established guaranteed minimum, this becomes the new guaranteed minimum. Below are examples of the 10% attrition allowed in final billing.*

Updated Estimate	10% Allowed Attrition	
100	0.1	90
90	0.1	81
80	0.1	72
70	0.1	63
60	0.1	54
50	0.1	45
40	0.1	36
30	0.1	27
20	0.1	18
10	0.1	9