Family Retreats
January 20-21 and March 10-11, 2023
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The Leadership Center is located on 43.5 beautiful acres on the edge of Aurora. We have over 13,000 sq. ft. of meeting space, an indoor pool, gymnasium, and more. Providing you with two meeting spaces for families to retreat is no problem at all. We would be happy to set up rooms and spaces to meet your conference and breakout room needs. All food is prepared in our fully staffed kitchen. They can accommodate a number of dietary issues if they are aware of them (i.e.: gluten intolerance, diabetic, lactose free, etc.). There is a pond for catch and release fishing and paddle boating/kayaks/canoes, 2 areas for bonfires, 2 sand volleyball pits and a large area for games like football or softball. We offer complimentary internet in our lodges and meeting rooms. We encourage you to visit our website: http://www.tlcaurora.org/ to see all the things we offer!

I have included a quote based off of our conversation. If you need something else, just let me know and I would be happy to get that for you! Please note our prices for this quote are based off 2022/2023 prices.

Quote 1: Pricing per person, includes (3) meals, beverage station, and amenities (Friday Supper through Saturday Lunch) and beverage station. Lodging is in addition to the Event Package Price. Lodging for (1) nights is listed.

	Event Package Price:	$74.20	(prices do not include sales tax)
	4 & 5 Year Old Event Package:	$22.50	(prices do not include sales tax)
Lodging Options:	Single (1 person): $80.00		(prices do not include sales tax)
	Multiple (2-4 people): $100.00		(prices do not include sales tax)
Meeting Rooms:	$250.00		
Commuter Rates:	Day Event Package Price: $28.73 per person		
	4 & 5 year old Package Price: $8.50 per child		
	Day Event Package Price: $45.99 per person		
	4 & 5 year old Package Price: $14.00 per child		

** For those who are only coming for a day or a portion of the event, will use the commuter rates for their stay. If lodging with us, we have listed the per room/per night rate.*

***4 & 5 Year Olds only pay for meals. They stay and play free.*

****Children 3 and under eat, play and stay for free.*

Should you decided to book your event here, and we hope you do, we will do a contract guaranteeing you your prices. If you would prefer other quote options, do not hesitate to contact me. Your deposit is non-refundable; however, it does count towards your final invoice and your final invoice is due no later than the conclusion of your event.

Other things to plan on:

- Upon booking your event, a contract will be issued and a deposit will be due. Your deposit is non-refundable but does count towards your final invoice.

- Your group will be assigned a meeting room large enough for the size of the group and needs. Extra meeting rooms will be billed accordingly. This includes break out rooms.
- A ***Final Number Guarantee*** must be given no later than 7 business days before event. This number will be the number you will be billed for unless number goes up.
- Final food counts, room counts and numbers are due to the center no later than **7 business days** before. We can make minor adjustments after that, but this may incur extra fees.
- **Children 5 & under** stay free. They must be noted and included in final counts. However, they do not figure in towards package pricing. *For Example: A family of 4 is coming. 2 adults and 2 kids ages 2 & 4. The rate you would is a double room rate as the kids are free.*
- Due to increased food costs, children ages 4 & 5 must pay for their meals. Meal packages have been listed for this.
- The **Final Balance** on your event will be due no later than the conclusion of your event. A preliminary invoice can be ready upon arrival if arrangements prior to your event are made.
- **Covid-19:** In case of event having to be postponed due to Covid-19*:* If event must be postponed due to Covid-19, your group will be given 21 days to pick another date within 6 months of the original scheduled event. The event must be the same Contract Value or of greater Contract Value as the original event. If an event cannot be rescheduled, the group will be held to the terms of the original contract.
- If event must be **canceled due to inclement weather**, your group will be given 14 days to pick another date within 6 months of the original scheduled event. The event must be the same Contract value or of greater Contract Value than the original Contract. If an event cannot be rescheduled, the group will be held to the terms of the original contract.
- **All other cancellations will be held to contract terms**.
- A **10 % finance charge** will be assessed on all late invoices with a 10% finance charge to the outstanding balance every month afterwards. Finance fees will not be waived.
- **DAMAGE DEPOSIT**: A credit card number will be required at check-in. This number will be kept on file until after your group checks out and inspection for damage from your group has been made. If damages occur, charges will be made to the invoice for your group; only failure to pay the damages included on the invoice will result in charges applied to your credit card held for this reason. Credit card information will not be kept on file longer than necessary.
- **Special Dietary Needs:** Our Chef and Kitchen staff can accommodate most special dietary needs if they are aware of them beforehand. Please let us know if you have any special dietary needs: i.e., Diabetic, Gluten Intolerance, Vegetarian, etc.
- Prices do not include refreshments; however, a menu has been included for you to review. If you would like to enhance your meeting with refreshments, please let us know and we will update your contract and send you a revised copy.
- **Snacks** are allowed in your meeting room and in your lodge room. There is a vending area available on first floor by the Kiewit Lodge entrance. Though outside food is allowed in your meeting and lodging areas, food that is temperature controlled cannot be brought in as mandated by Nebraska Food Code nor can we provide you a refrigerator or storage of outside food of any kind. This includes coffee pots, ice cream, delivery pizza, grilling or BBQ, etc. **Anything that needs to be heated, cooled or frozen may not be brought in.** The Leadership Center has been instructed to dispose of any food in violation. All food served by The Leadership Center will be set-up and removed by The Leadership Center. This policy is not to be difficult to our guests, but to ensure the safety of our guests and our ability to continue serving our guests the best way possible.
- **Alcohol:** Liquor is allowed in meeting or lodge area. It cannot be served, sold or consumed in any common spaces including the lobby, dining area, swimming pool, or outdoor area, etc.

The Contracting Group accepts full responsibility to follow any and all laws regarding liquor and are responsible for any and all damages, harm, accidents, etc. caused due to liquor they served or consumed during their time at The Leadership Center. *Special Events (i.e., banquets, weddings, receptions, etc.): If your event has an open bar, the group must provide a certificate of insurance listing The Leadership Center as a holder and have at least $1,000,000.00 in coverage for an event serving liquor or obtain a special event insurance policy. Proof of such insurance must be given to The Leadership Center before event is held. If liquor is to be sold during event, a license or licensed provider must be obtained by Contracting Group and The Leadership Center must be notified and provided proof no later than 30 days before event.* All events serving liquor, contracting group is responsible to clear all liquor and refuse resulting from bar. Failure to do so will result in additional cleaning fees of $75.00 per hour. Alcohol is not for sale on The Leadership Center property nor can the staff of The Leadership Center sell, serve or handle liquor.

- The Leadership Center is a smoke free & pet free facility. Smoking is strictly prohibited in any meeting room, lodge room, dorm/cabin or indoor facility. The only animals allowed are working animals that are properly documented.
- **Appropriate clothing** is required at all meals. No bathing suits or pajamas allowed. Also, shoes must be worn.
- The **Pool** is open 24 hours a *day* unless something is scheduled. We do not provide lifeguards. Children 16 and under must be supervised by an adult. The Leadership Center is not responsible for any injuries or accidents.
- The Leadership Center does have a **Fitness Center** available to our guests, 18 years and older. ***Individuals under 18 years old are not permitted***. An access code must be purchased by the group for all attendees in group. Fitness room codes are not available for individual purchase by groups. Individuals in groups who use the fitness center accept responsibility for any and all damages, harm, accidents, etc. that may occur will using the fitness equipment or being in the fitness center. **Prices are $5 a day/ $12 for 3-day package.**
- The **Pond & Paddleboats** are available to our guests when weather permits it. The Leadership Center does provide lifejackets for all those who go paddle boating. They are located outside at the end of the Kiewit Lodge Building. All paddle boaters must wear a life jacket. Children 16 and under must be supervised by an adult. Catch and Release fishing is also allowed in the pond. Participants must provide their own equipment. The Leadership Center is not responsible for any injuries or accidents.
- There are 2 **Bonfire Areas** available to guests. Please reserve your time with the Business Office. The Leadership Center provides wood, fire starter and water to extinguish the fire when done. There is to be no reckless or dangerous behavior by the bonfire area. Children 16 and younger must be supervised by an adult. Alcohol is not allowed in the bonfire area. The Leadership Center is not responsible for any injuries or accidents.
- The **Dining Room** (Mather Hall) is not a common space meeting room and is not available for groups to use outside of meal times unless previously arranged. We ask you to respect this in assistance to our Chef and Kitchen staff and preparation.
- The lodge rooms **do not** have televisions, phones, irons, iron boards, or hair dryers.
- **Internet** is available throughout the main building, meetings rooms, Ted Ward Lodge and Kiewit Lodge via Wi-Fi. Simply connect. There are not passwords necessary. There is **no** internet available in the Dormitories.

Please let me know if there is anything else I can assist you with. We would be pleased to accommodate your group if given the opportunity. I look forward to hearing from you. Thank you.