



Group Events Pricing Schedule

July 2017 through June 2018

Thank you for choosing Ignatius House for your upcoming event. For an overnight stay event, Ignatius House can accommodate a minimum guarantee of 10 up to 50 people for most groups. You may choose to have a day set aside and include meals with your program or simply come to Ignatius House to host a meeting in a sacred and quiet place. Pricing is listed here for standard packages. For more information or special requests please contact our office.

PLEASE NOTE: ALL PRICES ARE SUBJECT TO CHANGE AND IGNATIUS HOUSE RESERVES THE RIGHT TO CHANGE PRICING OR SERVICES OFFERED AT ANY TIME. IF YOU HAVE ANY QUESTIONS ABOUT CURRENT PRICING, PLEASE CONTACT OUR OFFICE AT 404.255.0503

Overnight Stay: Minimum 10/Maximum 50 attendees. \$145 per night for overnight stay. Includes the following: (for groups smaller than 10 please call our office to make arrangements)

- Use of common areas on the grounds,
- Private room and bath (linens provided) with key given to each guest
- Beverage and snack area available throughout the day and evening,
- Continental breakfast/lunch/and dinner provided daily, (menus selected by the chef on staff, based on seasonal availability of foods. Dietary restrictions can be accommodated with sufficient notice) The main dining area is available for your dining times and may include conversation, silence and/or music piped in depending on your needs. Typical meal times are 8:00 a.m. for breakfast, noon for lunch, and 6:00 p.m. for dinner. You may select other times for meals. Any changes to meal times must be provided in writing at least 72 hours in advance.
- An opening reception with light finger foods and beverages (beer and wine are optional)
- Use of the main chapel or library for your gathering times (please note these times must be coordinated through Guest Services as your group may not be the sole group at Ignatius House)
- Access to outdoor spaces for prayer, walking, or small gatherings. (please note that we may ask your group to observe silence in the outdoor and common area spaces if you share the facility with other guests)
- On site staff member to assist your organization with daily needs
- Spiritual Direction and Mass if your event is directed by an Ignatius House pastoral team member

Day event with meals: Maximum 65 attendees. \$225 minimum or \$60 per attendee. Includes the following:

- Use of common areas on the grounds,
- Beverage and snack area available throughout the day and evening,
- Continental breakfast, lunch and/or dinner available (menus selected by the chef on staff, based on seasonal availability of foods. Dietary restrictions can be accommodated with sufficient notice) The main dining area is available for your dining times and may include conversation, silence and/or music piped in depending on your needs.

Thank you for your business! Ignatius House Jesuit Retreat Center is a registered 501(c)(3) organization. Every dollar received funds the mission of Ignatius House and its ministries.

- Use of the main chapel or library for your gathering times (please note these times must be coordinated through Guest Services as your group may not be the sole group at Ignatius House) Includes set up and cleaning
- Access to outdoor spaces for prayer, walking, or small gatherings. (please note that we may ask your group to observe silence in the outdoor and common area spaces if you share the facility with other guests)
- On site staff member to assist your organization with daily needs
- Spiritual Direction and Mass if your event is directed by an Ignatius House pastoral team member

Meeting Room Only: There are multiple rooms and areas available for your gathering. Typically, we can offer coffee, tea, and filtered water during your meeting time here. The largest space available is the main chapel which can hold 65 and the smallest room is the Ave Maria Conference room in the Resource Building. We ask for a contribution of \$225 per use.

The following are options outside of the inclusion list above and may require an additional per head cost for overnight stay groups or day event groups

- For events with total attendees less than 45, you may opt to reserve Ignatius House for the sole use of your group. This means that Ignatius House will not book another group or individuals during your event stay. Please add this total additional cost to the standard pricing provided
 - Groups of 1-10 additional cost of \$5,800
 - Groups of 11-25 additional cost of \$3,625
 - Groups of 26-35 additional cost of \$2,175
 - Groups of 36-45 additional cost of \$725
- Break out rooms in addition to the main chapel and library
 - Conference rooms in Resource Building \$225 (one time charge)
 - 1-4 Spiritual Direction rooms in Retreat House \$50 per room (one time charge)

Reception(s) Ignatius House will, at your request, provide an opening reception for your organization. Receptions may be requested each night of your stay. Receptions may be held prior to the evening meal or after the evening meal, depending on your group's schedule.

- Receptions held prior to the evening meal
 - Standard reception fare to include various dips and crackers/chips and seasonal vegetables and/or fruit. This menu can be customized or upgraded for additional cost \$5.80 per person
 - Standard reception fare described above plus beer and wine provided by Ignatius House \$8.80 per person
- Receptions held after the evening meal
 - Salty or sweet platters includes 1 salty and 1 sweet or 2 of the same \$3.50 per person
 - Offering as described above plus beer and wine provided by Ignatius House \$6.50 per person

Deposit Requirements: In order to secure your calendar spot, please be sure to complete all contract documents sent to you and return them with your deposit. This will guarantee your calendar placement and protect your time and event on our campus. Please see the terms of payment for pricing terms.

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Deposit requirements are as follows: All refundable portions will be applied to your invoice amount

Invoice Amounts between	Pay a Deposit of	Non-Refundable Portion
\$500-\$1,500	\$150	\$75
\$1,501-\$5,000	\$500	\$200
\$5,001-\$10,000	\$750	\$300
\$10,000 and greater	\$1,000 minimum	\$400 minimum

For more information or to discuss the specifics of your group event, calendar availability and pricing, please contact us M-F from 9 to 5 at 404.255.0503. We are happy to customize the package to your organization and offer you hospitality and care that will exceed your expectations.

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