



Group Events

PRICING INFORMATION

Thank you for choosing Ignatius House for your upcoming event. For groups requesting an overnight stay, Ignatius House can accommodate up to 50 people for most groups. If you have a small group of less than 10 people, we may need to schedule your event when another group is on campus. We will work with you to meet your needs! Pricing is listed here for standard packages but there are many options available. For more information or special requests please contact our office.

Overnight Stay

Maximum 50 attendees. \$150 per night for overnight stay. Includes the following:

- 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 can be provided daily (menus selected by the chef on staff, based on seasonal availability of foods.)
- Most dietary restrictions, other than severe allergies, can be accommodated with sufficient notice. The main dining area is available for your dining. You may choose to include conversation, eat in silence and/or have music piped in depending on your needs. Typical meal times are 8:00am breakfast, noon lunch, and 6:00pm dinner. You may select other times for meals, but any changes must be provided in writing at least 72 hours in advance.
- An opening reception is optional. Please contact us for menu, beverage, and pricing options.
- 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.
- We have multiple meeting, break, and gathering spaces available and will do all we can to accommodate your event needs. Some optional spaces require an additional fee.
- On-site staff member to assist your organization with daily needs.
- Spiritual Direction and Mass may be pre-arranged if your event is directed by an Ignatius House pastoral team member.

Commuter Rate: For attendees participating in an overnight event but not staying the night, the cost is \$70 per attendee per day with breakfast and lunch. Dinner and reception may increase this per day fee slightly. This special pricing will be outlined in your contract.

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Day Event with Meals

Maximum 65 attendees. \$250 minimum or \$70 per attendee. Includes the following:

- Use of common areas on the grounds.
- Beverage and snack area available throughout the day and evening.
- Continental breakfast and/or lunch (menus selected by the chef on staff, based on seasonal availability of foods.)
- Most dietary restrictions, other than severe allergies, can be accommodated with sufficient notice. The main dining area is available for your dining. You may choose to include conversation, eat in silence and/or have music piped in depending on your needs. Typical meal times are 8:00am breakfast, noon lunch, and 6:00pm dinner. You may select other times for meals, but any changes must be provided in writing at least 72 hours in advance.
- Dinner and/or receptions are optional but can be accommodated for an additional price based on your menu selections.
- We have multiple meeting, break, and gathering spaces available and will do all we can to accommodate your event needs. Some optional spaces require an additional fee.
- On-site staff member to assist your organization with daily needs.
- 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 may be pre-arranged 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 and we will do all we can to accommodate your meeting needs. Typically, we can offer coffee, tea, and filtered water during your meeting time here. We ask for a contribution of \$250-\$750 (depending on the space requested) per use.

Option to reserve the entire campus for your group: Ignatius House may have multiple events happening on the campus at any given time. We do our best to ensure that groups in silence are paired with other groups in silence and vice versa with talking groups. It may be critical to you that your group event is the only one on campus regardless of the number of people committing to attend your event. In those instances, Ignatius House will agree to refrain from allowing other groups on campus during your event for an additional fee. 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.

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- For events with total attendees fewer 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
- Other meeting space (dependent on availability)
 - ▶ Meeting spaces in Resource Building \$250-\$750 (one-time charge based on request.)
 - ▶ 1-4 Spiritual Direction rooms in Retreat House up to \$50 per room (one-time charge.)
 - ▶ Main chapel (dependent on availability with other events on campus.) Contact us for details.
 - ▶ Library (dependent on availability with other events on campus.) Contact us for details.
 - ▶ Schroder House (dependent on availability with other events on campus.) Contact us for details.

Deposit Requirements

To secure your calendar spot, please be sure to complete all contract documents, sign them and return along with your deposit. This guarantees your calendar placement and protects your time and event on our campus.

Deposit requirements are as follows:

Invoice Amounts Between	Pay a Deposit of
\$500 - \$1,500	\$150
\$1,501 - \$5,000	\$500
\$5,001 - \$7,500	\$750
\$7,501 - \$10,000	\$1,000
\$10,001 and greater	10% of the total invoice

Cancellation and Termination

We understand there may be good reason to cancel your event. Please know your cancellation will impact Ignatius House, and if the cancellation is not done in a timely manner, we will not be able to fill your calendar space. You may cancel your event in writing and receive a refund of your deposit less \$100 of a non-refundable deposit for

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invoices less than \$5,000. Invoices more than \$5,000 have a non-refundable deposit of \$250 if your cancellation is received 60 days or more in advance of your event. If you cancel your event less than 60 but more than 30 days in advance of your event, 50% of your deposit will be refunded but not less than \$100. If you cancel your event less than 30 days from your event, your entire deposit is nonrefundable. Thank you for your understanding.

Frequently Asked Questions

Can I plan any type of event at Ignatius House?

Ignatius House is a non-profit organization dedicated to the mission of providing a sacred place for people to encounter God and serve others in need. To best preserve the mission of Ignatius House, the facilities are not available for public rentals, weddings, parties, use as a hotel, or any event that is not in keeping with the mission of this organization. Frequently, groups who come to Ignatius House are conducting their own retreats, or they are an organization with missions closely aligned with the work of the Society of Jesus in serving the least of our brothers and sisters. If you have any questions about whether your event is eligible for this space, please contact us!

How do I find out about availability for my group event?

Contact us at 404.255.0503 M-F from 9am to 5pm and ask for Sue Chase or send an email to outsidegroups@ignatiushouse.org. We will respond promptly to your request for information and check the calendar availability.

How far in advance do I need to call to plan my event?

The calendar fills up fast so call as soon as you have an idea of when you want to have your event. We can book at least 1 year in advance.

Will you guarantee a date on the calendar in advance and provide firm pricing?

We highly encourage you to do this! Once you have a signed contract and have paid the deposit, the date and your rates are guaranteed. Please note that changes to your contract may impact your total projected invoice.

Do I have to guarantee a head count for my group?

We do ask that you guarantee a head count, but we offer generous time for you to do that. We must ask for a guarantee so that we properly staff for your event.

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Do I have to make all the decisions up front and are they set in stone when I sign the contract?

We are happy to accommodate changes to your plans such as arrival and departure times, meal selections, etc. We ask that you make these changes in writing and depending on the size of your group, we may place a deadline for any changes. We try to be very generous with the timeline to allow you to make these decisions. Once you have signed your contract, you will be given the contact information to the Director of Operations who will ensure all set up and details are covered with you to make your time here all you want it to be.

When must full payment be made?

*Invoices will be mailed to the contact person of record for the group up to 30 days prior to your event. Please be sure any remaining balance is paid in full prior to the beginning of your event. **In all cases**, full payment must be made before the event ends and your attendees leave.*

Once the event starts are changes to the contract permitted?

This depends entirely on what the change request is and how complicated it is for us to accommodate the request. It is best to discuss this as soon as possible with a staff member of Ignatius House. Please note that we are not able to adjust a contract and invoice if attendees do not show up at your event, leave early, or if they choose not to partake in a meal. Any reductions in pricing must be agreed to in writing at the time the contract is signed. We cannot adjust line items during your event. Please remember that your event is supporting the many ministries of Ignatius House. Thank you for understanding.

For more information or to discuss the specifics of your group event, calendar availability and pricing, please contact Sue Chase, M-F from 9am to 5pm 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.

Ignatius House Jesuit Retreat Center provides a sacred place of peace and quiet and offers the Spiritual Exercises of St. Ignatius of Loyola to facilitate an encounter with God that leads to a willing and loving service of the least of our brothers and sisters. (MT 25:31-46) We invite you to attend a retreat, a Day of Reflection, or come to a Spiritual Enrichment Program. For more information, visit the page Offerings on our website IgnatiusHouse.org. To learn more about the Society of Jesus please visit Jesuits.org.

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