

St. Matthew's Baptist Church Women's Retreat 2018

OCTOBER 3 ~ OCTOBER 5, 2018

SHERATON HERSHEY HARRISBURG HOTEL

4650 LINDLE ROAD

HARRISBURG, PENNSYLVANIA, 17111

Registration Policy Information [Retain for Future Reference]

Mailing Address: SMBC Women's Retreat, St. Matthew's Baptist Church, P.O. Box 817, Williamstown, NJ 08094

Women's Retreat Hotline #: 856-629-4614 x 3317

Women's Retreat E-mail: SMBCWomensMinistry@stmatthewsbc.com

August 28, 2019 Payment Deadline

- ◆ Late Processing Fee of \$25 will be added to your retreat cost if balance is not paid in full by the deadline of August 28, 2019.
- ◆ Your room reservation will be released if balance is not paid in full by the deadline, on or before August 28, 2019.
- ◆ Final payments received after the deadline will result in your reservation being subject to room availability.

Cancellations

- ◆ Requests for refunds must be submitted in writing to: SMBC Women's Retreat, P.O. Box 817, Williamstown, NJ 08094, on or before **August 28, 2019**. **Payments made, less the \$35.00 non-refundable, non-transferable deposit**, will be refunded after the retreat.
- ◆ **There will be NO refunds after arrangements for the Women's Retreat have been finalized.**

➤ Registration Form or Online Registration

- One Registration (Form or Online Registration) must be submitted for each registrant
- A roommate will be assigned to a double room registrant who does not have a roommate

➤ Payment Options:

- In person** after Sunday services or Wednesday C.O.R.E.
 - Complete Registration form and bring Form and Payment to the Payment Center.
- By postal mail** to: SMBC Women's Retreat, St. Matthew's Baptist Church, P.O. Box 817, Williamstown, NJ 08094
- SMBC Online Payment:** Go to www.stmatthewsbc.org. Scroll over "Giving/Payments" at top right and click on "Retreat Payments" ("Create a profile" if you have not done so already). Enter amount of payment next to "Women's Retreat" and click "continue". Complete the secure online form and payment information then click "process". Be sure to retain your payment confirmation. Once the online registration process is completed entirely, **a paper registration form is not required.**

[Additional information is on the back of this page]

➤ **Payment Types:**

- Cash** Only Accepted at the Payment Center Located in the Family Life Center Lobby of St. Matthew's.
- Check** (on or before August 28, 2019) made payable to "SMBC" please add "Women's Retreat 2019" to the memo line.
- Money Order** made payable to SMBC with "Women's Retreat 2019" on the memo line
- Major Credit Card** accepted at the Payment Center or online at www.stmatthewsbc.com

Registration Changes:

- Changes must be submitted in writing by:
 - **Mail** : SMBC Attn: Women's Retreat P. O. Box 817, Williamstown NJ 08094
 - **E-mail** : SMBCWomensMinistry@stmatthewsbc.com
- Room type changes will result in a cost increase/decrease based on final confirmed room type
- No room type changes permitted after the Women's Retreat arrangements have been finalized.

2019 SMBC WOMEN'S RETREAT SUGGESTED PAYMENT PLAN

Month	SMBC Single		Non-SMBC Single		SMBC Double		Non-SMBC Double		SMBC Triple		Non-SMBC Triple	
	WT	WOT	WT	WOT	WT	WOT	WT	WOT	WT	WOT	WT	WOT
May	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
June	\$135	\$135	\$145	\$135	\$95	\$85	\$105	\$95	\$85	\$75	\$95	\$85
July	\$135	\$120	\$145	\$135	\$95	\$85	\$105	\$95	\$80	\$70	\$90	\$80
August	\$135	\$120	\$145	\$135	\$95	\$85	\$105	\$95	\$80	\$70	\$90	\$80
Total	\$440	\$410	\$470	\$440	\$320	\$290	\$350	\$320	\$280	\$250	\$310	\$280

WT = With Transportation

WOT = Without Transportation

******Triples/Cots******

A limited quantity of Cots are available to be added to a triple room only.

Cots will require an additional 1 time payment of \$20 for the room. To Request a Cot please contact SMBC at 856.629.4614 ext. 3317 or by email: SMBCWomensMinistry@stmatthewsbc.com. Cots must be paid in full at the time of reservation and on or before August 28, 2019.