

See newsletters and website for retreat schedules and coordinators.

Bits 'n' Pieces offer several overnight retreats annually for their members. For ease of booking and economies of costs, each retreat is a required package of days/nights. They are held at Toddhall in Columbia, Illinois.

Toddhall Retreat and Conference Center
320 Todd Center Drive
Columbia, IL 62236
(618)281-8180

Todd Center Drive intersects HWY 158 about 1 mile east of IL HWY 3.

The price varies by retreat and is based on retreat length, attendance, bedroom occupancy and Toddhall meals. Generally, the price range is \$150 to \$400, depending on which particular retreat and individual choices. For example, if you attend a five-day, four-night retreat, purchase meals, and get a single occupancy bedroom your costs will be approximately \$400. Check our website or newsletters for upcoming retreat dates. To sign-up or ask questions contact the designated coordinator.

Check-in, check-out - Bedrooms

Upon arrival go to the designated conference hall and see the coordinator for your sewing space and bedroom key.

- Rooms contain two twin beds and are booked as double occupancy (with a roommate) or single occupancy (no roommate).
- Rooms include an open closet for hanging garments, small table, night table, lamps, and a full bathroom.
- Rooms **do not** include a coffee pot, hair dryer or mini fridge.
- Clean sheets and towels are located in each room. You will need to sheet your bed.
- Blankets are provided in each room.
- Wall mount air conditioning/heating unit can be set to your liking.
- Check-out of bedroom is 10:30am. Check-out procedures are as follows:
 - remove sheets from bed and pillows, leaving mattress pad on, re-make bed with spread only.
 - put soiled sheets, towels, and bath mats inside a pillowcase and deposit in the large bin in the designated linens room
 - close window, turn off air conditioner/heater, turn off lights, lock door
 - return key to coordinator

Guidelines

- Bring your name tag.
- Ear buds or headphones are required when using electronic devices to listen to music, watch tv/movies/videos, play games, etc.
- **Due to allergies and sensitivities please no wearing of perfumes, colognes, scents, heavily scented body lotions or creams.**
- Smoking is prohibited in all buildings, including meeting halls, bedrooms, dining halls.

ToddhallConference/Sewing room amenities:

- a kitchen area with sink, microwave oven, and a mini refrigerator
- a coffee maker and coffee; regular and decaffeinated
- tea in bags
- individual sweeteners, sugars, creamers
- ice
- a restroom

Meals at Retreat

- **Toddhall meals may be purchased, however, Toddhall requires a minimum of ten diners so meals are only available if there are at least ten diners or our retreaters are able to join with other groups which are dining.** The retreat coordinator will determine if meals, and which meals, will be purchasable for a particular retreat. If Toddhall meals are available, they are paid in advance as part of your retreat bill and they are non-refundable.
- Meals may be attained at a large variety of restaurants in Columbia, IL as dine-in, carry-out, or delivery.
- **Bringing food:** be mindful as there is only one mini refrigerator available. Consider:
 - bringing a small cooler for your bedroom, ice available in the sewing room
 - bringing small containers and portions, i.e. a quart of milk
 - bringing foods that do not require refrigeration
- Snack/treats for sharing are welcomed. Take your leftovers with you when you leave.

Sign-ups

- Sign-up with the designated coordinator or at our guild meetings at the *RETREAT* table.
- A \$75 deposit is required and collected approximately three months in advance of the retreat on the date set by the coordinator.
- Final payments are due approximately six weeks in advance of the retreat on the date set by the coordinator.
- Space is limited.
- If a retreat is full a member may choose to be wait-listed.
- Scheduled retreats are published in our newsletters and on our website in *SPECIAL EVENTS*.
- Information may be attained at guild meetings at the *RETREAT* table or by contacting the designated coordinator.
- A retreat may be cancelled due to low sign-ups and all deposits will be refunded.

Cancellations and Refunds

BNP, representing the retreaters, is under contract with Toddhall for the full price of the retreat as booked and Toddhall is not obligated to adjust our contract. The price for a retreat, to each attending, is determined by all of those who committed to going. In the event of cancellation(s) the remaining retreaters will not be charged to pick up the costs of the cancelling retreaters(s).

Cancellations made prior to final payments:

- deposits are fully refundable.

Cancellations made after final payments:

- sewing room fees are often non-refundable, but comprise a very small percent of the cost.
- meals are non-refundable **if** three weeks or less prior to first day of retreat **or if** cancellation brings total diners below the required ten person minimum.
- bedroom costs are non-refundable **if** three weeks or less prior to the first day of retreat **or if** cancellation of bedroom would incur increased costs due to loss of discounted conference room price.

Cancellations made within three weeks of a retreat:

If there are wait-listed members they will be offered your place and as much as possible of your payment refunded. Otherwise:

- loss of full payment or only partial refund at coordinators discretion.
- **In the case of a death or medical emergency within your immediate family:**
 - Toddhall will be contacted on your behalf and all adjustments they allow will be returned to you in a refund check from the guild.

Thank you for your understanding and cooperation!