

Toddhall Retreat Information and Guidelines

06/06/2019

See newsletters and website for retreat schedules and coordinators.

The Bits 'n' Pieces Guild offers 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 the purchase of Toddhall meals. Generally, the price range is \$150 to \$400, depending on 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 and 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 alcove area 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 bedroom.
- Blankets are provided in each room.
- Wall mount air conditioning/heating unit controlled by occupant(s).
- Check-out of bedroom is 10:30am. Check-out procedures are as follow:
 - remove sheets from bed and pillows, leaving mattress pad on, re-make bed with spread only.
 - put soiled sheets, towels, and bathmats 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

- Smoking is prohibited in all buildings, including meeting halls, bedrooms, dining halls.
- IN THE COMMON AREAS :
 - 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 perfumes, colognes, or heavily scented products.

Toddhall Conference/Sewing room amenities

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- Kitchen area with sink, microwave oven, and a mini refrigerator.
- Coffee maker and coffee; regular and decaffeinated.
- Tea bags, caffeinated.
- Individual sweeteners, sugars, creamers.
- Ice.
- Restroom.

Meals at Retreat

- Toddhall offers the purchase of meals, scheduled in advance of an event, however will only cook for a minimum purchase of fifteen meals at any given breakfast, lunch, or dinner. To help meet the required minimum, attendees may be counted with another group who is dining at the Toddhall cafeteria. 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 with the retreat payment.
- 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.
- The coordinator for any given retreat may require a deposit many months ahead of the retreat, typically \$75.
- Retreats must be paid in full approximately six weeks in advance of the retreat on the date set by the coordinator.
- Space is limited and availability determined by the coordinator.
- If a retreat is full a member may choose to be wait-listed.
- Scheduled retreats are published in our newsletters and on our website.
- 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.
- *First rights of refusal policy.* Those wishing to attend three or more retreats per calendar year will be signed up in a waiting status until such time as other members have had an opportunity to sign-up. If spaces are available waiting members will then be offered a place, in order of sign-up.

Cancellations and Refunds

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BNP, representing the retreaters, is under contract with Toddhall for the full price of the retreat, as booked, and Toddhall is not obligated to make any adjustments. 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:

- Any deposits made are fully refundable.

Cancellations made after final payments:

- Sewing room fees are not refunded, but comprise a very small percent of the cost.
- Meals are not refundable if three weeks or less prior to first day of retreat or if cancellation brings total diners below the required fifteen person minimum.
- Bedrooms costs are not refundable if five 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 pricing.
- In the event of a cancellation, wait-listed members will be contacted in order of sign-up and offered a place at the retreat in question. As much as possible of the cancelling members payment will be refunded.
- 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 refunded in the form of a check from the guild.
- Cancellations and refunds are handled on a case by case basis and vary greatly based on the particular retreat and time of cancellation.

Thank you for your understanding and cooperation!