



*Thank you for choosing Queen of
Apostles Renewal Centre for your
gathering.*

*Please fill out all the fields in this
electronic form. When ready, you can
save the document and submit it to
the centre.*

*This submitted form, together with
your deposit, is required to confirm
your reservation. Please ensure your
stay by returning these forms as
quickly as possible.*

*Thank You,
Queen of Apostles Renewal Centre*
Queen of Apostles Renewal Centre

Queen of Apostles Renewal Centre

1617 Blythe Rd.
Mississauga, ON, L5H 2C3

Phone (905) 278-5229
Fax: (905) 278-7513
Email: office@qoa.ca



ONE DAY GROUP RETREAT - REGISTRATION

Contact Information

Name of Group:

Is it a High School?

Contact Person:

Billing Address:

Work Ph:

Home Ph:

Cell Ph:

Fax:

Email (1):

Email (2):

Date:

Arrival Time:

Departure Time:

TOTAL NUMBER OF PARTICIPANTS: Number of Guests:

Meals - which meal will you attend?

Breakfast

Lunch

Dinner

☒ Tea, Coffee and Cookies Included in main price.

Policy about food restriction, see Point 1 in **Term and Conditions** at the end of this form.

Please, provide the office full list of food restriction we should know about.

The Chapel

Yes/No

Chapel times:

and

and



Conference Room Setup :

The seating style for the conference room should be: **CHOSEN FROM ONE OF THE SEATING PLANS BELOW. THANK YOU**

Note: The actual number of tables / chairs will be different. These diagrams are for illustration purposes only. Please address specific questions and requirements with the office.

<p>Hollow Square</p>	<p>Theatre</p>	<p>Classroom</p>
<p>Circle or Semi-Circle</p>	<p>Round Tables</p>	<p>U-Shaped</p>

CHOOSE THE SETUP OF MEETING ROOM: Choose:

Please be aware, that our multimedia system is based mostly on HDMI plug. Be prepared to bring all necessary switches to your devices to accommodate HDMI output.

Audio / Visual Requirements: (LCD Projector, Flip Chart, Microphone, Laser Pointer)

LCD Projector

Flip Chart

Microphone

Laser Pointer

Terms and Conditions



1. Dining Room

Meals are served to each table. Guests agree to be in the dining room for meals at the following times:

- A Breakfast: 8:00 AM
- B Lunch: 12:00 noon
- C Supper: 5:30 PM

In order to help our kitchen staff, after the meal guests agree to take their plates, cups, saucers, glasses, cutlery, etc., and place them in the containers provided in the dining room.

Any special dietary needs (due to reasons of health) will be communicated to the office in advance of your visit by the person(s) representing the group. The centre does not guarantee all extraordinary dietary needs will be met and it will not take responsibility for any allergic reactions which may happen.

Because of our need to comply with the Ontario Food Premises regulations, all food not provided by our facility is banned from these premises.

2. Bedrooms

We have two kinds of bedrooms (with showers and without showers). The price of a bedroom with bathroom without a shower is priced \$20 CAD less than normal price.

Please assure that keys are left in the bedroom upon departure. If keys are taken by mistake, please mail them back to the Centre promptly.

Prior to departure guests are kindly asked to strip the bed sheets and pillowcases from the bed and deposit them together with the used towels in the appropriate containers before departure from the centre. Bedspreads, blankets and pillows are not to be removed from the bedrooms. Guests are asked to maintain an atmosphere of quiet in the bedroom section, and refrain from using the showers between 11:00 PM and 6:30 AM.

3. Residential Neighbourhood

We are located in a residential area. Guests agree not to disturb our neighbours, especially in the evening when outside the house. The doors of the centre are locked after 10:00 PM for security reasons. If you need to go out or return after this time, please speak to one of the directors.

4. Equipment

The centre can make the following available for your group: overhead projectors and screens, tables, chairs, flip chart and markers, audio visual equipment.

Break-out rooms must be requested in advance and are subject to availability.

5. Energy Conservation

Please shut off lights when not in use and when checking out. You may be additionally billed for leaving lights on in conference rooms during the night.

6. Damages

- a. The group will be responsible for any damages caused by the group or an individual of the group.
- b. No adhesives, nails, tacks or tape will be allowed on the walls or windows. **Painters Tape Only**
- c. The burning of wax candles is **strictly prohibited**. Battery operated candles may be used.



7. **Payment**

For the year 2025 the basic price for one individual/group participant of Queen of Apostles a day is \$205.00 CAD. It includes: bedroom, three meals, coffee and/or tea with snacks, access to conference room and chapel, all available multimedia. The quoted price is based on your initial request and is subject to change because of services you may wish to add. Other services (like Evening Social) are available at an extra charge.

Married couples, engaged couples and students at all levels may count on a special Director's discount.

8. **Deposit & Cancellation Policy**

Before deposit is paid, we will not secure your reservation, and another group may take your place.

If you are booking your stay at Queen of Apostles year/years before your stay, deposit (20%) will be calculated from the prices of current year, but total cost of stay might be higher by the food prices rise of following years.

If you would like to cancel your reservation for any reason, your deposit will be non-refundable.

By the submitting this contract I/ We agree to the above terms and conditions.

The information provided in the form is accurate to the best of my/our knowledge.