



## Scope of work agreement between Mount Madonna (MM) and Retreat Guru (RG).

### General agreements for the new features to be built by RG and co-funded by MM

- MM will pay RG a portion of the development costs for the development of the new features (see below).
- RG will own the IP for these features and will resell these features in the future to RG clients.
- At the beginning of the development of each of these new features, MM will pay RG.
- If MM decides not to use the booking platform RG will refund MM for the development costs.

### Venue Management System

#### Key features:

- Allow the creation of multiple venues or meeting rooms (e.g., lecture halls, studios, dining areas)
- Allow these physical spaces to be assigned to programs based on dates and times.
- Provide a visual matrix view of assigned spaces and programs (similar to Rooms bookings) to quickly see availability.
- Filter data on the matrix on date range and venue specifics.
- Hover over in the matrix to see the details of each rental
- Connection (once built) to the Event Planning module. See below.
- Connection (once built) to the Manage Renter Contract module.

#### Limitations:

- At present this is an admin only view. There is no public facing aspect to venue inventory, that is, prospective renting groups will have to go through a representative of your center to know availability.

Total cost: \$10,000

Your contribution: \$2,000  
Done by: November 30, 2016

## Event Planning

Key features:

- Details for each program will be tracked per venue by department (e.g. Kitchen) to provide specific services at specific times (kitchen dept: food delivery in the main hall at 12:00 pm.)
- Generates printable reports of event details by venue, department or program for any date range.
- Ability to filter and search event details
- Per-department editable templates

Total cost: \$5,000  
Your contribution: \$1,000  
Done by: December 30, 2016

## Simple Rental Room Assignment

Key features:

- Simple page for renters to:
  - Add participants
  - Connect participants into rooms
  - Request more / less rooms
- No log-in required, admin will send out a special link to renter that allows updating and proposed changes.

Total cost: \$2,000  
Your contribution: \$400  
Done by: December 30, 2016

## Simple Manage Renter Contract

Key features:

We need to scope these out for a time and a date. We had a more complex one that we are not going to deliver after our conversation with you.

Total cost: TBD  
Your contribution - TBD  
Done by: TBD

## Simple Manage Renter Payment

Key features:

We need to scope these out for a time and a date. We had a more complex one that we are not going to deliver after our conversation with you.

Total cost: TBD

Your contribution - TBD

Done by: TBD

## Complex Manage Renter Payment

Key features:

- This will be similar to how registration finance works where you will be able to track all finances for a rental: track deposits, subsequent payments, accept credit card payment, view statement, etc.
- Invoices can be sent to renters
- Payments collected are reflected in Manage Renter Contract module

Stretch goals:

- Allow you to accept and connect participant payments and apply them to balances owed in the renter contract. This can be turned on or off.
- Ability to charge guests directly for add-ons

Total cost - \$6,000

Your contribution - \$1,200

Due date: March 31, 2017

## Monthly price and plan

MM will be on the Transcend plan at \$850/mo. Custom Site integration & Data import is covered in the Transcend plan for up to 8 hours of work for each. Any time beyond that is billed at \$50/hr.

## Prorated one time costs

MM will be refunded the \$5800 over 24 months, by paying \$241 less each month. The monthly costs will be \$609