

# COFW RETREAT REGISTRATION

## PERSONAL INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_

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## Terms and Conditions

Please read these terms, then sign below (can be an electronic signature of simply entering your name).

I am a COFW member in good standing.

I understand that the retreat is a non-refundable event. Once registered for the event, no refunds will be given unless the event is cancelled by the chapter. Transfers will be permitted to another COFW member (whether that member reimburses me or not is at my discretion). Otherwise, cancellation or failure to attend will result in forfeiture of my registration fee.

I understand that members will be sharing bathrooms, bedrooms and, in most cases, beds together. This is a cost-effective measure, but when handled in a respectful manner can lend itself to building closer bonds of friendship with fellow writers.

(After registration is complete, a questionnaire will be sent to each attendee asking their preferences and interests in various things offered at the retreat. The following refers to those choices you will be making.) I understand that every effort will be made to accommodate the preferences I choose for events, meals and facilities at the retreat, but that I am not guaranteed all requests can be met by the coordinators of the event.

I understand that meals are provided as part of the registration fee, though I have the option of bringing my own food. If I choose not to eat the food provided, the cost of the retreat will not be altered.

I understand that space is limited and available on a first come/first serve basis.

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(Signature)

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(Date)