



2017 Corporate Retreat Package

Carefully crafted to provide the perfect environment for a productive, distraction-free, and efficient corporate retreat – our 2017 Corporate Retreat Package provides a thoroughly comprehensive, uncommonly thoughtful, and ultimate conducive environment for your corporate retreat, whether building out the future of your company or brainstorming the newest offerings.

Our 2017 Corporate Retreat Package includes 4 days and nights, and includes exclusive use of the entire use of the RetreatHouse with the additional option of the Blue Sage Barn – and all of their immaculate and secluded grounds. Perfectly private, Prairiewood becomes your very own leisurely pace that allows for a more enjoyable overall experience ... providing more time to time to relax and create the memories that will last a lifetime.

The Place: Prairiewood Retreat & Preserve is an idyllic location nestled in the native tallgrass prairie of the Flint Hills, just a mile west of Manhattan, Kansas. The incomparable beauty of the quiet prairie countryside, combined with the abundance of amenities and features, make Prairiewood the region's premier destination for exceptional events. Our exclusive 2017 Corporate Retreat Package provides more than just a venue... It provides the most conducive environment to plan the future of your company, while combining together all of our best options, amenities, and services.

Capacity: The RetreatHouse is suitable for an attendance of up to 45 people. With the additional capacity of the Blue Sage Barn, we recommend an anticipated attendance of 200 or less in the barn. Individual, indoor sit-down, table seating is available for 175-200, with additional seating available on the Barn's covered patio. Maximum attendance allowed is 250 individuals.

Arrival & Departure Arrive at 4:00pm on check-in date; depart 10:00am on check-out date.

Reservation: A signed contract and a 50% non-refundable down payment are required to book your Experience. The final payment is due 30 days prior to your event.

Rates & Details: See back page in this packet for rates. We love to answer your inquiries, so please ask us questions about our rates and the many specific options, amenities, and services included in your Prairiewood stay! Call us at (785) 537-9999 or info@prairiewood.com

2017 Corporate Retreat Package Details:

- Exclusive Use of the RetreatHouse, including 4 spacious bedroom and bathroom suites. Normally suitable for 4-8 people, additional sleeping accommodations can be made. Including a pool and hot tub among many other amenities, the RetreatHouse makes for a delightful staging area for your corporate teambuilding, planning and brainstorming sessions. It is often used for a smaller dinner site, guest rooms for corporate attendees.
 - Private Pool & Saltwater Hot Tub
 - 4 Private Bedroom / Bath suites
 - Player Piano w/ CDs provided
 - Multi-room seating for up to 45
 - Pool Table, Foosball, 60" Flat-screen TV
 - Sport Court / Basketball Goal
 - State-of-the-art videoconferencing and collaborative technology
 - 6 Air Mattresses available for additional sleeping capacity
- Additional options for nearby overnight lodging are available within ½ mile radius, with Prairiewood's HomePlace and StoneHouse. HomePlace accommodates up to an additional 4 guests in 2 cozy suites, while StoneHouse sleeps up to 10 people. StoneHouse also includes additional meeting space.
- Option of using of the Blue Sage Barn and its surroundings; allowing ample opportunity to facilitate visual aids and group note-taking to make your corporate retreat the most effective, as well as staging team-building activities indoors or outdoors.
 - Optional Capacity of Barn: Tables & Chairs for up to 250 guests
 - Prep Kitchen & Bar with high capacity ice machine, two ranges, two refrigerators, warming rack
 - Convenient, accessible restrooms
 - Versatile lighting, including parameter market-style lights
 - Climate controlled facility
- Use, set-up, and removal of designated chairs, inside and outside
- Parking area provided for approximately 100 cars
- Staff person at your Barn Event, helping with facility coordination and keeping restrooms tidy
- Use of 6-seat golf cart
- Use of Walking/Hiking Trails south of RetreatHouse
- Ability to host more intimate dinners at the RetreatHouse, up to 45 people
- Take a stroll to nearby Walnut Pond, where you can use our canoes and kayaks for a quiet time on the pond – or a simple picnic lunch at one of our tables.
- Additional Prairiewood Lodging available with special add-on pricing (subject to availability)

2017 Corporate Retreat Package Rates:

Sunday – Thursday: RetreatHouse	\$3,150
Sunday – Thursday: RetreatHouse + One Day of Blue Sage Barn Use	\$4,050
Sunday – Thursday: RetreatHouse + Unlimited Blue Sage Barn Use	\$4,950

ADD-ON PRAIRIEWOOD LODGING

StoneHouse	\$250 off total stay
HomePlace Suites	\$50 off total stay

***Note:** For any reservation in which any days fall among two months, the higher of the two month's price will apply to that booking. A 3.9% Administrative Charge will be added to any invoices paid by credit card.*

*Prairiewood Retreat is an active tallgrass prairie preserve, and to maintain upkeep, we do burn the native tallgrass areas that surround the pond area in the early spring months, most years.

Cancellation Policy:

All down payments are final and cannot be refunded under any circumstances.

- After a Cancellation Request is received in writing, Prairiewood will attempt to re-rent the Premises during the Rental Period. If and when all reserved nights are re-rented to an alternate guest, the remaining balance due (50%) will be waived. The non-refundable down payment will be kept.
- If a Cancellation Request occurs and the dates are not re-rented by an alternate guest, then the full rate will be collected on time as indicated in this Rental Agreement. Guest will be responsible to pay for all days/nights originally rented that were not re-rented and remain un-rented at the time of Check-In.
- It is the responsibility of the Guest to confirm with Prairiewood that any Cancellation Request has been received. All such confirmations by Prairiewood will be sent in the form of an email or letter.

Policies, Procedures, and the Future of Prairiewood:

Prairiewood has regular policies and procedures that will be listed in your Rental Agreement. Among them are details that will help ensure you have the best experience possible while at our facility, and ensure we are able to continue to provide this unique venue to others in the future. Prairiewood is a family-run business, located in a quiet rural setting. Noise travels easily and far, and many of our policies - including strict Quiet Hours - are designed to protect the very special qualities of the area in which we are located. We ask that all Guests help us maintain the unique opportunities afforded at Prairiewood by following our policies and treating this place as though it were their own.