

TRINITY CENTER

Payment Terms

Group: _____

Date of Event: _____

Please complete and return with your **Additional Information** Sheet.

PAYMENT IS DUE UPON DEPARTURE UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH TRINITY CENTER.

Please check one of the following:

_____ We will pay the exact amount upon departure (Monday – Friday groups only).

_____ We will bring a precut check with the understanding that the group will be billed for any outstanding balance or refunded for any overpayment.

_____ Please bill our organization. We understand this payment is due within ten days of billing.

_____ As pre-arranged, we will be unable to pay within ten days. (Explain below how this bill will be paid and when Trinity can expect payment.)

Payment Policy

1. **Charges are payable upon completion of your event.** If payment is not possible upon departure, please make arrangements in advance with Trinity Center. **Only one check will be accepted from a group.**
2. No price adjustment will be made for individuals missing a meal (Exception: If the entire group decides not to have a particular meal and notifies us at least 14 days in advance.)
3. No adjustment will be made on the final bill for participants arriving late or departing early unless the center is notified **one week** in advance.
4. A \$20.00 service charge will be added to your invoice for any returned checks.
5. After 90 days from completion of event, a finance charge of 1 ½% per month (18% APR) will be charged on all past due balances.