



Tres Dias of Southeast Tennessee, Inc.

APISON RETREAT CENTER

PO Box 22781 Chattanooga, TN 37422-2781

2024

TDSETN/VNSETN Usage Fee Calculation and Submittal Form

(to be submitted after event)

_____ (Name of Group Using ARC)

Dates of Usage: _____ to _____

Number of Attendees: _____

Fee per person: _____ (3 day event is \$60 per person (\$3000 minimum), 2 day event is \$45 per person (\$2250 minimum))

Total Usage Fee: _____ (Number of Attendees multiplied by the fee per person).

Contracted cleaning fee: _____ (\$300 if not cleaned by user)

Paper Products not replenished _____

Total to be Remitted: _____

Please send this form and payment to:

Tres Dias of Southeast Tennessee, Inc.
c/o Treasurer - ARC
P.O. Box 22781
Chattanooga, TN 37422-2781

Fee and Closure approved by: _____ / _____
(ARC Representative)/Date