

Dear _____,

Date: _____

HERE'S HOW TO HAVE A WONDERFUL WEEKEND TO REMEMBER!

CONSULTANT INFORMATION...

1. Pick a weekend. (_____) Start booking 6 months ahead!
2. Invite 18 clients, family or friends. (Incl. two alternates) Minimum 4 or Max. 16.
Make sure your alternates understand the importance of their role as an alternate.
3. Choose if you want to book the house or let me. Choose if you will add additional fees for fun stuff or games. Our price is \$140.00 per person for 2 nights, 3 nights \$195 or 4 nights \$240.
4. Introductions of guests and a fun game are important for people who do not know each other.
5. If you don't think you can fill the whole house, no problem, team up with another consultant.
6. Once your date has been reserved with us and you have paid your non-refundable \$100 deposit, we inform all of our regular guests and other groups that this weekend is no longer available for them. Please notify us as soon as you fill the house, as your group may be eligible to receive a \$25.00 gift certificate. If we receive payment by your due date you get \$50.00 cash back.

WHAT WE NEED AT THE CRYSTAL BELL INN & SPA, B&B...from the consultant.

1. No later than one month before your scheduled weekend, we need your complete payment in full of \$2240.00 paid by check. Also: Please collect and send Thursday night payment as well (or any extra night's payments).
2. Along with payment we need the room-assign.document from the website. This is located in the Navigator section and can be accessed by clicking on Files. Please fill out with the first and last name of your guests and their room assignments, and follow additional directions on the bottom.
3. Make sure that your pampering sign ups and food related pages on the website are up to date with the information I need no later than one month before your weekend. I will be accessing these pages to get the information, so it needs to be complete by then.
4. Remember, the sooner you make your reservations for pampering, the better we can serve you. If you add on when you get here, we may be too booked up to give you what you want, or the people we bring in may not be able to stay longer than previously booked.

Make check payable to Donna Ver Voort or The Crystal Bell. Your payment in full is due by one month before. Please send it to the Crystal Bell Inn & Spa, at P.O. Box 94 in Wabeno, WI. 54566-0094.

#1 (Honeymoon Suite – king bed (usually reserved for the consultant and her guest)

_____ & _____

#2 (Rose Room – three twin beds) _____,

_____ & _____

#3 (Lilac Room – king bed)

_____ & _____

#4 (Blue Room – two twin beds)

_____ & _____

#5 (Burgundy Room – king bed)

_____ & _____

#6 (Sewing Room – single twin bed (usually reserved for the snorer)

#7 (Balcony Room – king bed, with a walk out small balcony)

_____ & _____

#8 (Old Library Room – king bed, located on first floor)

_____ & _____

USE THESE SYMBOLS BY THEIR NAMES...

Is anyone diabetic (D), vegetarian (V), or have any food allergies (A) and to what?

Does your group want skim milk? _____

Does your group want any beer, wine, or soda delivered? _____

If yes, what and how much? _____

How many in this group are new guests? _____

Your weekend date is _____

Your group has been here _____ times. PLEASE SEND SHEETS 2&3 WITH YOUR PAYMENT.

Thank you for all your hard work!

Sincerely,

Mike and Donna Ver Voort from THE CRYSTAL BELL INN & SPA, B&B

The Crystal Bell Inn & Spa Guest Retreat Form

Date:

We thank you for selecting The Crystal Bell as your home away from home. We will provide you each morning with a delicious breakfast. And during your stay you may enjoy unlimited amounts of coffee, tea, hot chocolate, hot apple cider, cappuccino, iced tea, chai teas, lemonade, fresh popcorn and Mike’s delicious cookies, muffins & pastries. Please remember to bring your robe and slippers. Also, there is no need to bring water as we have the best in the state, right here in little Wabeno.

Our 2 night minimum is \$140, 3 nights is \$195 and 4 nights is \$240.
Please complete all information so that we may take great care of you.

Name: _____ Roommates? _____
Phone: _____ Cell # is _____
Weekend dates: _____ # of nights _____
Consultant: _____ Amount paid: _____
Food allergies: _____ I am Diabetic/Vegetarian
Do you smoke? _____ (Very important for room assignments.)

LODGING OPTIONS: (Please give 1, 2 & 3rd choice as it will be by first registered and paid for only.
*All King rooms are for 2 people.

- | | |
|---------------------------------|--|
| #1 ___ Honeymoon Suite (King) * | #5 ___ Burgundy Room (King) * |
| #2 ___ Rose Room (3 twin beds) | #6 ___ Sewing Room (1 twin bed) |
| #3 ___ Lilac Room (King) * | #7 ___ Balcony Room (King) * |
| #4 ___ Blue Room (2 twin beds) | #8 ___ Old Library (King <u>1st Floor</u>) * |

I WOULD LIKE THE FOLLOWING PAMPERING SERVICES DURING MY STAY...



PAMPERING OPTIONS: An additional fee applies. Service is booked at time of reservation. Pay immediately after service with cash/check/ C.C. (add \$3) Appointment times are set by B&B.
(IMPORTANT NOTE) All reservations and services booked have a one month cancellation deadline. In emergencies ONLY, the services can be cancelled. To be fair to all, no exceptions.

MASSAGE or REFLEXOLOGY in minutes:
90 min. is \$95 - 60 min. is \$60 - 30 min. is \$40
Chair Massage (20 min. for \$35) Foot Massage (30 min. for \$40)
Indian Head Massage (\$35)
Hand Massage & Paraffin Dip (\$35) Hand Rejuvenation (\$15)
OTHER OPTIONS ARE: Facial (\$40) with stones (\$45)
Relaxing Sea Weed Body Wrap (\$65) or Rejuvenating Sea Salt Scrub (\$70)

SEND/GIVE/E-MAIL this completed sheet to your consultant or The Crystal Bell Inn & Spa
crystalbell@ez-net.com