

Contract



Director: Jacob Sandefur
(270) 925-9670
silverheightscamp@gmail.com

Group Name: _____

Sponsoring Organization: _____

Phone: _____

Email: _____

Billing Address: _____

Billing City _____ State: ____ Zip: _____

Contact Person: _____

Contact Phone: _____

Retreat Dates: _____

Check- in time: _____

Number of guests: _____

Check-out time: _____

Cost Per Person: _____

Deposit: _____

Total event cost: _____

(Deposit= \$200)

Deposit must be received within two weeks of verbal reservations.

Your deposit is due on _____

Please **read and initial** the following:

____ I have read and signed the Contract Addendum.

____ All past due balances may be subject to a service charge of 1 ½% (18% Annual Rate).

____ Deposit is enclosed

I understand this agreement and the Contract Addendum. I agree to enforce all rules and regulations of Silver Heights Camp and agree to pay all reasonable damages should they occur.

(Signature of Contact Person)

(Date)



Contract Addendum

This addendum is a part of your contact with SHC. Each line must be read, initialed and returned with the contract. Please make a copy of the contract and addendum for your records.

___ Silver Heights Camp & Retreat Center (SHC) reserves the right to approve or deny any group, wedding, curriculum, speaker, movie, music, audio/visual presentation, printed material, vendor, or award used on the property that is not in keeping with Biblical guidelines.

___ A "Certificate of Insurance" must be submitted from your insurance carrier. SHC should be added to your company policy as "additional insured."

___ No Smoking. SHC does not permit smoking in any of the buildings or anywhere on the grounds. Please communicate this to your group before arriving. Smokers may walk to the street to smoke.

___ No Alcohol is allowed on the property at any time.

___ Modest Clothing is required. Shorts should be fingertip length and no tank top/spaghetti strap tops that reveal undergarments. If doing water activities, girls should wear a one-piece suit and boys should not wear spandex suits.

___ Cleaning: in order to keep our costs down, your group is required to help maintain the cleanliness of the buildings and grounds during and at the close of your retreat. No red beverages are to be served in the Parnell Center. (Red will permanently stain the carpet.) Thank you for honoring our requests.

___ Damages: Your group is responsible for the cost necessary to repair or replace anything that was damaged, beyond normal wear and tear. (SHC strives to teach responsibility and respect for the other's property.) ONLY painter's tape may be used on the walls of any building.

___ Event Agenda. Please help us serve you by submitting your group's agenda two weeks prior to your event.

___ Final count for your group is due two weeks prior to your event.

___ Cancellation Policy: If your event is cancelled 30 days or more in advance, only your deposit is forfeited. If your event is cancelled less than 30 days in advance, your deposit and 100% of your rental fee will be charged to the responsible party/ contracting organization.

(Signature of Contact Person)

(Date)