

Group Reservation Packet and Contract



CAMP LUTHER

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SAMPLE

Camp Luther of Nebraska's staff and board of directors would like to thank you for booking your upcoming event with us! Please read through the following agreement carefully. By signing this contract, the group agrees to all policies and agreements laid out in this document.

Returning groups and ministry partners, our pricing structure and many of our rules have changed, please take the time to read this agreement carefully and feel free to contact our staff if you have any questions.

GUEST GROUP CONTRACT

This is the Contract between your group and Camp Luther of Nebraska. All reservations are being held on a tentative basis and require your signature on this Contract, along with your Deposit, before the due date indicated at the end of this Contract. If we have not heard from you by then, your event space may be released to another group. Between now and your due date, unless you have signed this Contract, should another organization request the same dates and be in a position to confirm immediately, we will advise you and you will have two business days to sign this Contract and return it with your Deposit.

MULTIPLE GROUPS

- 1) Multiple groups may share Camp Luther at the same time. Your accommodations and meeting rooms may be reasonably reassigned to a comparable location depending on the number of people in your group.
- 2) In order to respect other guests, quiet hours are from 11pm till 7am.

BUSINESS SERVICES

- 1) Photo copies are available at camp office for a fee.
- 2) Camp Luther of Nebraska has wireless internet available for group use but very limited bandwidth; based on bandwidth usage Camp Luther may have to suspend public Wi-Fi to ensure business operations.

FOOD SERVICE

- 1) Camp Luther of Nebraska provides a hot meal service in our dining hall. Meal times are 8:00am breakfast, 12:00pm lunch, 5:30pm supper, unless changes are made as part of your contract.
- 2) Meals are served cafeteria style. All groups using the camp eat together.
- 3) Camp Luther provides staff-led prayers before and after every meal.
- 4) Please notify your camp host ten (10) business days in advance of any food allergies or special dietary needs.
- 5) Camp also allows groups to rent kitchen space or cook outside. For groups who will cook on their own, please review our kitchen policies.
- 6) Groups are welcome to bring their own snacks, but food and beverages are not permitted in sleeping areas. The group may be held responsible for any losses, damage, or required extra treatment to buildings from spills, stains, animals, and/or insects resulting from outside food in the sleeping areas.

ATTENDEE GUARANTEE AND FINAL COUNT

- 1) Camp Luther of Nebraska relies on you to bring the number of guests set forth in your Contract. Untimely decreases in your numbers will cause Camp Luther of Nebraska Ministries to suffer lost revenue and lost revenue potential, as other potential bookings for your space will have to be turned away.
- 2) Camp Luther of Nebraska requests your best estimate of accurate guest numbers 90 days out from your event. Notification of the final number of participants for all meals and accommodations is due not less than 14 days prior to your arrival date.

- 3) If your final numbers are not received within 14 days of your start date, your 90-days estimated number will be considered final, or your actual number of attendees, whichever is greater.

FINAL PAYMENT

- 1) Balance due payments must be made within thirty days of the end of the event.
- 2) A final invoice will be provided to you at the end of your event or within 5 business days.
- 3) We accept cash, check or credit card; credit card payments incur a 3% surcharge.

EVENT CANCELLATION/REFUND POLICY

- 1) Deposit becomes nonrefundable or transferable 60 days prior to the scheduled event.
- 2) Deposits can be used to rescheduled the event or for other events if done prior to the 60-day deadline.
- 3) If the event is prevented by an unforeseeable cause reasonably beyond that party's control, including but not limited to acts of God, regulations or orders of governmental authorities, fire, flood, disaster, etc, this contract will be terminated without liability to all parties.

GROUP POLICIES

- 1) The Group Leader is responsible for informing their group of camp policies and seeing that the policies are upheld by their group.
- 2) During your stay at Camp Luther any changes to the schedule, special requests, or disputes will only be communicated through the group leader to ensure a proper line of communication and agreement on possible fees.
- 3) In the event of an emergency, contact your Camp Host or any staff person. For Emergency Medical Services, DIAL 911. We encourage groups to have their own certified First Aid/CPR provider. Basic first aid supplies are available from your camp host and an AED is located in Gerwick Lodge.
- 4) If Camp Luther staff members are leading events or activities your group members may be asked to sign a release before the event or activity.
- 5) Camp Luther of Nebraska Ministries is smoke-free. Smoking is NOT permitted at camp.
- 6) Alcoholic beverages are only permitted with written permission from Camp Luther of Nebraska. If permission is granted all camp policies along with state and federal laws must be followed.
- 7) For groups bringing unaccompanied minors, a signed permission to seek emergency treatment must be obtained.
 - a. Groups bringing children or youth must provide one adult (21 or older) for every ten youth. Children and youth under 18 must be supervised by an adult (21 or older) at all times.
 - b. Groups MUST conduct criminal and sex offender background checks on all adults chaperoning children and youth.
- 8) The challenge course, boats, archery, and equipment sheds are off-limits without prior reservation and facilitation by camp staff.
- 9) Guests must bring their own bedding, towels, and toiletries.
- 10) Guests are asked to only park in designated areas and to restrict driving around camp to ensure the safety of other guests. Guests are not allowed to ride in the bed of pickup trucks or in seats that do not have seatbelts.
- 11) Pets are not allowed in buildings or onsite, with the exception of service animals and in our family camp area.
- 12) Camp Luther is not responsible for lost or stolen items. Found items will be returned to the leader or guest at the cost of the group or guest.
- 13) WEAPONS NOT ALLOWED: Because we are a camp and retreat ministry primarily serving children and youth, weapons are not permitted on Camp Luther of Nebraska property without the express written

permission of the Executive Director. Weapon includes any firearm, bow and arrow, knife, dangerous chemical or sprays, explosives (including fireworks), etc.

CHECKIN AND CHECKOUT

- Check-in
 - Camp staff will meet your group leader at the office (blue house at the entrance)
 - At check-in you will receive a brief orientation and schedule for your group
- Check-out
 - Please dispose of all trash in trash receptacles
 - Check your area to ensure all items are removed
 - If you want a late check-out, request a different time from the camp staff. Delayed check-out not agreed upon may incur additional fees.
 - Turn off all lights and close all doors before leaving

RIGHT OF REFUSAL AND LIABILITY

- 1) Camp Luther of Nebraska reserves the right to refuse the use of its facilities to any group if such use is determined to be:
 - a. potentially detrimental to the health and safety of patrons,
 - b. potentially disruptive to the normal function of Camp Luther of Nebraska Ministries, or
 - c. contrary to the mission of Camp Luther of Nebraska Ministries.
- 2) Your group agrees to reimburse and hold harmless Camp Luther of Nebraska Ministries for the fair value of any damages or losses caused to Camp Luther of Nebraska Ministries' property or to third persons or their property by your group, guests or invitees.
- 3) Your group also agree to defend, indemnify and hold Camp Luther of Nebraska Ministries harmless from any claim, liability or expense including attorney's fees which may result from your organization's use of the facility unless the claim, liability or expense arises solely from the negligence of Camp Luther of Nebraska Ministries.

Changes can be made to this contract only in writing. This document constitutes a complete and binding Contract. Should your event take place at Camp Luther of Nebraska Ministries without this executed Contract, it is understood you acknowledge and agree to all provisions herein.

Group Name: _____ Contract Due Date: _____

Group Contact: _____ Phone: _____

Dates and times of event: _____

Price: \$ _____ Deposit (20% total price): \$ _____

Additional price/person (including meals): \$ _____

Notes:

Signature of Group Leader

Date

Signature of Camp Staff

Date Returned