



# GROUP RENTAL CONTRACT

## 1 GROUP CONTACT INFORMATION

### Your TAX ID# \_\_\_\_\_

Name of Organization (This Organization is herein known as the "Renting Organization") \_\_\_\_\_

Group Type: Men Women Mixed Youth Families  
(Circle One)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

## 2 EVENT DATES

Arrival Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_

## 3 ACCOMMODATIONS AND GROUP SIZE

Nights \_\_\_\_\_ First Meal \_\_\_\_\_ Est # Guests \_\_\_\_\_ Age Range \_\_\_\_\_ \* # Cabins \_\_\_\_\_

# Meals \_\_\_\_\_ Last Meal \_\_\_\_\_ SPECIAL DIETARY NEEDS: \_\_\_\_\_

Pricing includes two cabins for groups with 50 or less guests. \*\$125 usage fee applies for each additional cabin.  
Pricing includes three cabins for groups with between 51 and 75 guests. \$10 Each additional meal  
Pricing includes four cabins for groups with between 76 and 92 guests. \$150 Grounds and Facility cleaning fee  
BASE RATE: \_\_\_\_\_ Estimated Charges: \_\_\_\_\_

## 4 PAYMENT COMMITMENT

Contract Deposit \$1,250 The Renting Organization agrees to pay the Contract Deposit at the time this Rental Contract is signed returned in order reserve the dates requested. See Cancellation Dates and Deposit Information for refund details.

Guaranteed Minimum Payment \$2,500 **IMPORTANT:** The Renting Organization agrees to pay at least the Guaranteed Minimum Payment regardless of the actual number of guests that attend. **\*The Guaranteed Minimum Payment must be paid prior to the 3<sup>rd</sup> Cancellation Date below to secure the reserved dates.**

**FINAL PAYMENT:** The final payment will be the rate per guest times the actual number of guests attending plus unused meal charges based on the Final Guest Count, but not less than the Guaranteed Minimum Payment. The Renting Organization agrees to pay the Final Payment prior to or upon the Departure Date of the event, unless other payment arrangements are made (also see Terms).

## 5 CANCELLATION DATES AND DETAILS

1<sup>st</sup> Cancellation Date 6 months prior to the arrival date. If the Renting Organization cancels the event after the 1<sup>st</sup> Cancellation Date, but before the SECOND Cancellation Date, **the Renting Organization will receive a refund of the Contract Deposit**  
2<sup>nd</sup> Cancellation Date 3 months prior to the Arrival Date. If the Renting Organization cancels the event after the SECOND Cancellation Date, but before the THIRD Cancellation Date, **the Renting Organization will forfeit the Contract Deposit.**  
3<sup>rd</sup> Cancellation Date **IMPORTANT!** Thirty (30) days prior to the arrival date. If the Renting Organization cancels the event after the third cancellation date, the Renting Organization will be **responsible for paying the Guaranteed Minimum Payment.**

## 6 CONTACT DATES

1<sup>st</sup> Contact Date Thirty (30) days prior to the Arrival Date please contact Cross Roads Retreat by phone or e-mail to advise Cross Roads to finalize the number of Total Estimated Guests, the services required, and the Total Estimated Cost.

Final Contact Date One week prior to the Arrival Date. Please contact Cross Roads Retreat by phone or e-mail concerning the Final Guest Count. The meal charges will be based on the Final Guest Count **Failure to comply with the Contact Date requirements may result in cancellation of reservations and forfeit of deposits, at Cross Roads Retreats discretion.**

## 7 MISCELLANEOUS **\*\*Please read and initial each item**

\_\_\_\_ The Renting Organization understands that this is a legal and binding contract between the Renting Organization and Cross Roads Retreat.

\_\_\_\_ The Renting Organization understands that there is an element of risk involved while participating in various activities at Cross Roads Retreat. The Renting Organization assumes full responsibility for its participating guests for any accident, personal injury, or property damage by or to a guest that may occur while staying at Cross Roads Retreat. The Renting Organization hereby releases and holds harmless Cross Roads Retreat and its agents from any and all claims, liabilities, suits, actions, damages, or losses. Cross Roads Retreat highly advises the Renting Organization to obtain a Certificate of Insurance covering itself and its guests during their travel time and stay at Cross Roads Retreat. (See Terms Page 2).

\_\_\_\_ The Renting Organization understands that linens and towels are not furnished in the bunkhouses and many beds are XL Twins.

A Deposit, Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, was received on \_\_\_\_\_

Contact Person \_\_\_\_\_ Date \_\_\_\_\_ Senior Pastor/CEO \_\_\_\_\_ Date \_\_\_\_\_ Cross Roads Retreat Official \_\_\_\_\_ Date \_\_\_\_\_

# Cross Roads Retreat and Conference Center Terms and Conditions

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Last updated: January 19, 2018

Please read these Terms and Conditions ("Terms", "Terms and Conditions") carefully before booking your event at Cross Roads Retreat and Conference Center.

<http://crossroadsretreat.org/booking>

Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all Guests, visitors, users and others in your group who access or use the Camp and Conference Center.

**By accessing or using the Service you agree to be bound by these Terms. If you disagree with any part of the terms then you may not be able to access the Services.**

## Policies

- Smoking is not permitted in any of the buildings.
- No firearms or fireworks.
- A signed Liability Waiver is required for each camper.
- A Medical Release approved by Cross Roads is required for all minor campers.
- One same sex adult counselor is required for every 10 campers under the age of 18.
- No Pets allowed unless they are a certified Service Animal.
- Residences and maintenance areas are off limits.
- Approximate arrival time must be scheduled.
- Meals served at 8:30, 12:30 and 5:30 unless other arrangements are made prior to arrival.
- Special meal requirements must be provided to the Retreat Director 10 days in advance of arrival date.
- No meals are served on day of arrival unless other arrangements are made prior to arrival.
- All meals will be prepared by Cross Roads staff and volunteers.
- Pushpins are required for hanging items on the conference room walls.

## Booking Fees, Down payments, & Cancellation Policy

- There is a \$2,500 minimum weekend fee. A completed contract and \$1,250 deposit is required to confirm dates.
- Remaining \$1,250 due 30 days before scheduled event.
- Deposit is deductible from final balance.
- A \$150 facility and grounds cleaning fee will be included in the final invoice.

## Late Payment Fees

- Payment in full is due within 30 days of the conclusion of your event. If payment is not received within 30 days, a 5% fee will be assessed to the remaining balance based on the balance.
- A 10% fee will be assessed all late payment after 60 days based on the balance.

x \_\_\_\_\_ Date \_\_\_\_\_  
Group Contact

x \_\_\_\_\_ Date \_\_\_\_\_  
Cross Roads Retreat Director