

Application for Retreat/Conference Rental

Camp Vesper Point

First Presbyterian Church

554 McCallie Avenue • Chattanooga, TN 37402 • (423) 648-7936

Please return completed application with \$250 deposit.

GROUP INFORMATION:

Church or Organization _____

Group Type Men Women Youth Family

Contact Name _____ Contact Phone _____

Email _____ Billing Address _____

City _____ State _____ Zip _____ Fax _____

Check Visa MasterCard Card # _____ - _____ - _____

CVV Code _____ Exp. Date ____ / ____ Cardholder Name _____

ARRANGEMENTS:

Arrival Date _____ Time _____ Departure Date _____ Time _____

Select a size for your group. You will be required to pay for the minimum number in your selection. The minimum group size required to rent facilities is 30. If minimum does not exceed 70, CVP reserves right to double book facilities – schedules for shared groups will need to be flexible.

30-50 **51-70** **71-100** **101-125** **125-160**

Total Meals Requested _____ First Meal _____ Last Meal _____

ACTIVITIES Please let us know which activities you may be using.

* Seasonal

<input type="checkbox"/> Frisbee Golf	<input type="checkbox"/> Hoe Down (Call for contact name/number)
<input type="checkbox"/> Lighted V-Dome	<input type="checkbox"/> Swimming * (\$10 for lifeguards/hour)
<input type="checkbox"/> Lighted Sports Field	<input type="checkbox"/> Water Blob * (\$10 for lifeguards/hour)
<input type="checkbox"/> Prayer Chapel	<input type="checkbox"/> Low Ropes (Call us for availability)
<input type="checkbox"/> Canoes/ Kayaks*	<input type="checkbox"/> Ski Boats * (\$75 per boat per hour)
<input type="checkbox"/> Tennis Courts (4)	<input type="checkbox"/> Bonfire (\$15)

SPECIAL NEEDS:

<input type="checkbox"/> Video/Powerpoint	<input type="checkbox"/> Lectern/Podium
<input type="checkbox"/> Big Screen TV	<input type="checkbox"/> Registration Table _____ #
<input type="checkbox"/> Dry Erase Board	<input type="checkbox"/> Coffee Break (tea, coffee, hot chocolate)
<input type="checkbox"/> Portable/Outdoor Sound System	<input type="checkbox"/> Other

MEETING ROOM SET-UP: Please describe your need regarding chairs, tables, etc.

Financial Information:

GUARANTEES: (non-refundable)

(Please fill in these blanks)

- Renter agrees to pay for a guaranteed minimum of _____ people at \$_____ per person** (minimum group size required to rent facilities is 30; minimum to rent entire facility exclusively is 70).
- A deposit of \$250.00 is enclosed, which will be applied to the final bill unless there are damages which require the deposit amount. Visa and MasterCard accepted.
- Renter agrees to inform Vesper Point of its anticipated guest count and to pay the full amount of the guaranteed minimum less the pre-paid deposit at least 15 days prior to the retreat or conference date.
- Renter will be invoiced for any remaining balance after an on-site settlement.
- If Renter communicates a number of expected guests to Vesper Point (either verbally or in written form) by Tuesday of the retreat week, the Renter is agreeing to update their guaranteed minimum. (This is to ensure the payment for appropriate amounts of food and paid retreat staff.)

CANCELLATION POLICY:

Cancellation within 30 days of retreat will result in forfeiture of guaranteed minimum. Renter understands that cancellation of this contract with refund is possible only if Vesper Point is able to arrange a replacement group of equal monetary value to the guaranteed minimum. If such arrangement is made, then all but the deposit monies will be refunded. If no such arrangement is made, Renter understands that it is obligated to meet the guaranteed minimum financial requirement of this contract.

Governing Guidelines:

- Renter and attendees agree to respect the beliefs of Vesper Point and First Presbyterian Church, and to do nothing by word or act that will in anyway detract from the testimony of this ministry.
- Renter and attendees agree to abide by the policies attached to this contract and those posted on the grounds. The signer accepts the responsibility of communicating these policies to the leadership of the group and guests and will follow through to ensure compliance.
- Renter will assume responsibility for all damages to the facilities and equipment by attendees. Any charges for damages will be billed to Renter following their departure. Damaged items will be billed at the cost of repair or replacement cost.
- Renter agrees to provide PROOF OF LIABILITY INSURANCE (Certificate) naming First Presbyterian Church of Chattanooga/Camp Vesper Point as an "Additional Insured".
- Renter and attendees recognize there is an element of risk in activities they may participate in while utilizing Vesper Point. Renter assumes full responsibility for its guests for any accident or personal injury or property damage by or to a guest that may occur while utilizing Vesper Point facilities. Renter hereby releases, indemnifies, and holds harmless Vesper Point, its agents and employees, from and against any and all claims, liabilities, suits, actions, damages, or losses.

_____ (Initials) I have personally, and for and on behalf of Rental Group, read all pages of this contract and agree with all terms and conditions.

Renter

Signature

Title

Date

Camp Vesper Point

Signature

Title

Date

** The person signing this contract must be a senior officer of group renting and have the authority to bind Renter to the contract.

Camp Vesper Point Policies – The following policies are part of the contract

1. Maximum occupancy at Vesper Point is 8 and 12 persons per cabin (dependent on the cabins being used); For youth group camping, at least one counselor (adult leader) must occupy each cabin with campers.
2. Vesper Point will furnish the agreed number of meals. Food Service will be 8:30 a.m. (breakfast), 12:30 p.m. (lunch), and 6:00 p.m. (dinner) unless otherwise arranged prior to arrival. The Friday evening meal is served at 7:00 p.m. Guests will not be allowed to stay during a designated meal time unless they are paying for the meal. Meals are served for approximately 30 minutes, so promptness to meals is essential. Please make arrangements with Vesper Point in advance if programs beyond 15 minutes duration are planned around the tables following meals.
3. Smoking is prohibited on the grounds and in any buildings except in the area specifically designated (outside the front gate).
4. Use of alcohol or any illegal drugs are prohibited on the Vesper Point grounds.
5. Please help us to conserve energy by turning off lights in rooms when not in use, keeping doors closed in buildings that are heated or air conditioned, and clearing the grounds and buildings of paper and other trash before leaving camp.
6. If **Renter** uses the waterfront or swim area (dock), there will be an added charge of \$10 per hour in order to provide 2 certified lifeguards. Vesper Point will be responsible for attaining the certified lifeguards for duty with enough advance warning. Use of waterfront facilities is seasonal.
7. No boys shall be allowed in girls' cabins, or girls in boys' cabins at any time.
8. No unauthorized personnel are allowed in the kitchen, office, or media room at any time.
9. Vehicles must be parked in the designated parking lots only (not around the Dining Hall or the Bob).
10. The front gate is closed and locked every night at 11:00 p.m. and is opened each morning at 7:00 a.m. This is to protect the camp property and you. Please give advance notice if you will be arriving or departing between these designated times.
11. Use of Camp Vesper Point is open to those areas which have been assigned to your group. More than one group may be present. Check with the Camp Director/Conference Coordinator for available facility use. If anyone is found in an unauthorized area they may be asked to leave the property.
12. Absolutely no member from your group will be allowed in the Challenge Course area or waterfront area unless previously authorized by the Camp Director.
13. No food or candy is allowed in any of the cabins.

Due to Vesper Point requirements, the following health and safety standards must be met. As a Renting Organization, you are to obtain the following information:

1. A signed consent form for each child under 18 years of age you bring to Vesper Point for possible treatment and in order to access care in an emergency without a parent on site. (included in packet)
2. **Renter** is responsible for providing first aid and emergency transportation in the event of an emergency. Vesper Point advises **Renter** to have at least one person certified in CPR and First Aid with its group. Vesper Point does not provide transportation to area medical facilities. (Vesper Point will provide a listing of area medical facilities and maps to the facilities upon request.)
3. **Renter** shall obtain the names and addresses of all its participants, emergency contact names and telephone numbers for all its participants, a listing of any persons with known health conditions requiring treatment, restrictions, or other accommodation while on site, and for minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver, and share appropriate information with Vesper Point.
4. Vesper Point will provide an area for first aid where basic supplies and equipment are readily available. (By law, certain medications must be kept locked up at all times.)
5. **Renter** agrees to report any accident/incident to the Camp Director/Conference Coordinator for proper documentation and follow-up.

_____ (Initials) I, as a representative of **Renter**, have read the Vesper Point Policies and agree to all terms and conditions.

Vesper Point Statement of Faith

1. We believe the Scriptures of the Old and New Testaments to be the inerrant Word of God, the only infallible rule of faith and practice.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God, that man sinned and thereby incurred not only physical death, but also spiritual death, which resulted in separation from God; and that all human beings are born with a sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative, substitutionary, and complete sacrifice, and that all who believe in Him are justified on the ground of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in the second imminent visible and personal coming of our Lord and Savior Jesus Christ to the earth.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God eternally.
9. We believe in the bodily resurrection of the just and the unjust.
10. We believe in the great commission, which our Lord has given to His Church to evangelize the world and to disciple believers.
11. We exhort the people of God everywhere to stand by these great truths, and to contend earnestly for the faith, which our God has, in His Holy Word, delivered unto the saints.

_____ (Initials) I, as a representative of **Renter**, have read the
Vesper Point Statement of Faith and agree to respect them.