

Application for Retreat/Conference Rental Camp Vesper Point

First Presbyterian Church
554 McCallie Avenue
Chattanooga, TN 37402
(423) 648-7936

CVP is located at 3216 Lee Pike, Soddy Daisy, TN 37379

NAME OF GROUP: _____

Group Type Men Women Youth Family

Contact Name _____ Contact Phone _____

Email _____ Billing Address _____

City _____ State _____ Zip _____ Fax _____

\$250 Deposit is required for overnight groups. \$100 deposit is required for day groups.

Final invoice will be sent after your stay with final numbers and any additional charges.

Check Visa/MasterCard Card # _____ - _____ - _____ - _____

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

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

*If minimum does not exceed 70, CVP reserves the right to double book facilities – schedules for shared groups will need to be flexible. **MEALS:** Lunch is required for groups arriving at/before 1:00 PM and departing after 11:00 AM. Dinner is required for groups arriving before 6:00 PM or departing after 4:00 PM.*

30-50

51-70

71-100

101-125

125-160

Total Meals Requested: _____ First Meal: _____ Last Meal: _____

Please let us know which activities you may be using:

* Seasonal

____ Lighted V-Dome

____ Hoe Down (Call for contact name/number)

____ Lighted Sports Field

____ Swimming * (\$10 for lifeguards/hour)

____ Prayer Chapel

____ Water Blob * (\$10 for lifeguards/hour)

____ Canoes*

____ Ski Boats * (\$90 per boat per hour)

____ Bonfire (\$15)

List below any additional needs:

<u>Overnight Groups</u>	
1 night / 3 meals	\$75
1 night / 4 meals	\$80
2 nights / 4 meals	\$90
2 nights / 5 meals	\$95
2 nights / 6 meals	\$100

<u>Day Groups</u>	
6 hours with lunch or dinner	\$10 per person

All groups must pay for a minimum of 30 guests. Day groups must pay a \$100 facility fee.

Deposits are non-refundable and are applied to your final bill.

Group's final number is required no less than one week prior to arrival.

Cancellations must be given no less than one month prior to arrival. CVP reserves the right to charge groups for their minimum guaranteed amount if group cancels later than one month prior to their event.

Group is required to use CVP lifeguards when using the waterfront. There is an additional cost of \$10 per hour for each lifeguard.

Group will be sent an updated invoice after their event.

Group will be responsible for any damages to the facility/equipment by their attendees.

Group will add Camp Vesper Point to their insurance policy as an "Additional Insured". A certificate must be received in advance which provides evidence of "Additional Insured" status and a minimum liability limit of \$1,000,000.

Group assumes full responsibility for its guests for any accident or personal injury or property damage that may occur at CVP.

Group releases and holds harmless CVP and First Presbyterian Church of Chattanooga and its employees from all claims, liabilities, suits or damages.

For youth groups, at least one adult leader must occupy each cabin with campers.

Smoking is prohibited on the grounds and in any buildings.

Use of alcohol or any illegal drugs are prohibited on the Vesper Point grounds.

We prefer that you do not bring food into the cabins. If you must have food in your cabin, make sure it is in a sealed container.

Guests are not allowed in the kitchen or camp office.

Vehicles should be parked in the designated parking lots only (not around the Dining Hall).

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.

On behalf of the rental group, I have read all of the rental information and agree with all of the policies and terms of the agreement.

Authorized Rental Group Representative

Signature

Title

Date