



Vesper Point Day Retreat Information and Planning Packet

Thank you so much for your interest in having your event at Vesper Point! Are you wondering what it takes to have a retreat at CVP? See our process below. If you are a returning retreat group, please read through this packet carefully. Some of our policies, activities offered, and property details have changed.

Feel free to call or email if you have any questions!

cvp@vesperpoint.org | 423-332-1849

Church Office: 554 McCallie Avenue / Chattanooga, TN 37402

Camp Office: 3216 Lee Pike / Soddy Daisy, TN 37377

To inquire about booking a retreat at CVP

1. Contact us to see if the dates you are interested in are available.
2. Fill out a contract based on what kind of event you're interested in (overnight or day retreat) and send this to us via email.
3. CVP office staff will contact you about your 10% deposit. This can be paid with a check or credit card (check is preferred). This deposit will be based on the per person costs of your event. Any additional costs (i.e. waterfront/fire pit) will be added to your final invoice later. The 10% deposit is non-refundable but will be applied to your final bill.

Once we receive a contract and deposit, we can start planning!

Two weeks prior to your arrival, we will need the following:

- Menu choices if you are using our meal service
- Schedule of retreat
- Proof of liability insurance (see policies for further info on this).
- Any AV needs (microphones, projector, sound system, etc.)

One week prior to your arrival, we will need the following:

- 50% deposit for your event
- Exact number of participants (including any leaders). If this number changes, your group will be charged for the exact number of guests provided, or the actual number of guests who attended, whichever is greater.

Important Retreat Details

Payment

- 50% deposit is due one week prior to your event.
- Final invoice will be sent shortly after your event. This amount is due upon receipt.
- If activities (i.e. waterfront) are rained out, Renter will pay 50% of original cost for time asked for. If activities are opted out of (not rained out) Renter will pay full price.

Other

- Cancellations must be given no less than one month prior to arrival. 10% deposit is non-refundable. 50% amount is non-refundable if cancellation is within one week of event.
- Group is required to use CVP lifeguards and/or boat drivers when using the waterfront.
- Paper products are used for the last meal of all retreats and any meal before waterfront activities.
- Please let us know how you plan to arrive to CVP. We strongly suggest buses, vans, or carpooling.

Scheduling

Leaders may arrive no earlier than 8am

Check in time: 8:30am

Lunch: 11:30-12:15 or 12:00-12:45 (choose one prior to your event)

Waterfront: Begins at 1:00 or 1:30 (based on which lunch time you chose)

Waterfront may only be open for 3 hours max. You may choose to have less than that, but 3 is the max.

Check-out time: 5:00pm

If your group requires an extended check-out, there will be an extra charge.

Other Scheduling Details

- The maximum amount of waterfront hours available during a day retreat is **3 hours**. Please plan your schedule accordingly.
- When adding boats to your schedule, we recommend doing a boat sign-up. Our boats come in/out every 30 minutes. Maximum number of people is 9 (not including the driver). Boat driver reserves the right to decrease number of people on the boat if max weight is reached before 9 people.
- We reserve the right to prioritize an overnight group over a day group for any retreat.

Retreat Menu Options

Please choose from the following options for each meal that your group will be at camp. Please note that groups eat the same meal all together, starting at the same time.

We understand that there are many different types of food allergies that people have to deal with! Our kitchen is nut-free. We are not able to provide gluten free meals. If you have a food allergy and you are concerned that you will not have the food you need, you may bring pre-cooked supplemental food. Our kitchen staff will store this food in the kitchen and will be able to retrieve this for you when needed. There is a microwave available in the Dining Hall if something needs to be heated.

Lunch

Every lunch includes:

Salad Bar

Lemonade/Punch and Water

Option 1: Tacos, Chips & Salsa, and Mexican Corn

Option 2: Pepperoni Pizza and Bread Sticks

Option 3:

Choose 1 Entrée: Chicken Tenders, Grilled Chicken Sandwiches, Hamburger, or Chili

Choose 1 Side: Chips or Fries (Regular or Sweet Potato)

Option 4:

Choose 1 Soup: Chicken Noodle, Wild Rice, or Tomato

Choose 1 Side: Grilled Cheese or Rolls

Note: Other soups may be available seasonally. Please inquire about other possible soups!

Option 5: Spaghetti and Garlic Bread

Vesper Point Retreat Policies

Vesper Point was established in 1954 and the Lord has continued to use it in many wonderful ways since then. We consider it an honor to have your group on property! We hope your stay here is a blessing and that you enjoy fellowship with your group. If there is anything you need during your stay, please contact Emily Adams, our Retreat Director (emily@vesperpoint.org).

While you are here, you are more than welcome to use the following elements of camp based on your schedule:

- Dining Hall
- Bob
- Dining Hall Deck and Porch
- Prayer Chapel
- Vesper Point
- V-Dome
- Field
- Waterfront
- Volleyball
- Bouldering Gym
- Porch Games
- Putt-Putt Golf

Below are some policies for your group to follow to ensure that you have a safe and fun time during your stay at Vesper Point.

Please do not go to the off-limits areas of camp. Off-limits areas include:

- Kitchen
- Cabins (not in use by your group)
- Waterfront (when not in use)
- The Shop/Maintenance area at the front gate
- Cliffs
- Bob Attic
- Low Ropes Course

General Policies

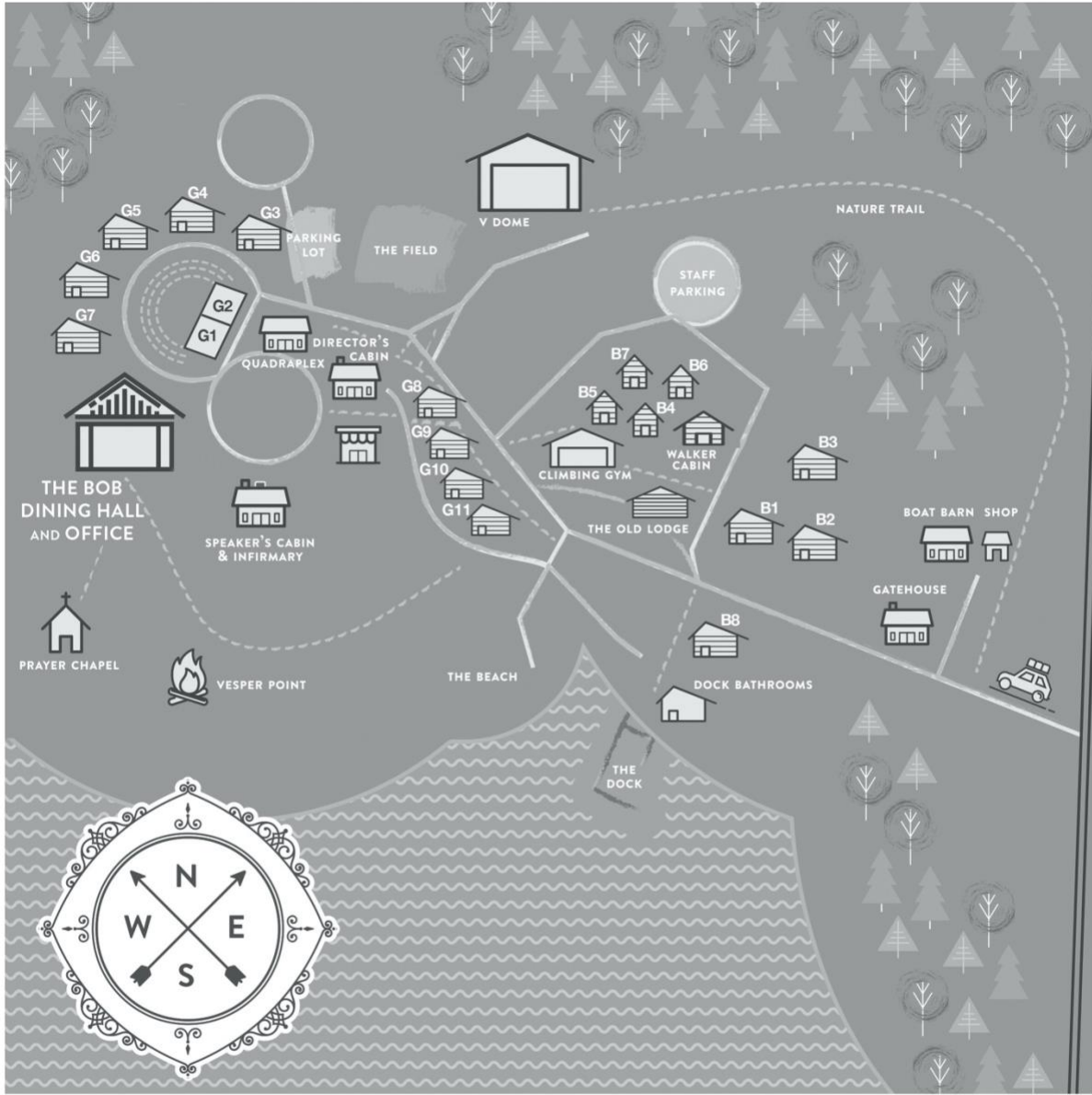
- Please help us keep camp nice and clean. This includes throwing away trash, putting away sports equipment, no graffiti/vandalism, etc.
- No food or drink in the Bob or cabins (except water).
- Due to the severity of allergies for many of our campers and guests, **we are a nut-free facility**. Do not bring any food or snacks that contain nuts due to the severity of this allergy for many of our campers and guests.
- No slime or other foreign objects permitted at camp (confetti, color war powder, etc.).
- No balls in the Bob.
- The possession and/or use of tobacco products, illegal drugs, or alcohol are prohibited on the grounds and in any buildings.
- Each table is set for a certain number of guests. Please do not move or add chairs so that there is enough food for everyone.

- Please do not move tables or couches in the Dining Hall.
- The Dining Hall must be empty 30 minutes before and after meals so that we can prep and clean.
- Due to numerous water and septic lines around camp, please park all vehicles in the gravel parking lot by the field. You are welcome to load/unload equipment near the Dining Hall. Once you are done, please park in the field parking lot.
- Do not park inside the landscaping in front of the Dining Hall.
- The speed limit at camp is 15 mph.
- An adult leader from your group must be present at each area in use (ex: Bouldering Gym, Field, V-dome, Bob, etc.).
- If you have infants or children in your group that weigh less than 33 pounds, please bring a lifejacket for them. Our smallest life jacket size is rated for 33 pounds and up.
- We recommend staying on trails when walking around camp (wasps, yellow jackets, snakes, etc. will be more active off trail).
- Group leaders are responsible for communicating and enforcing all camp rules.
- We recommend groups do not bring valuable items to camp. CVP is not responsible for any items that are lost.
- Do not bring any pets with you to camp.

Thank you so much for coming to Vesper Point! We hope you enjoy your stay!

Groups using Vesper Point agree to the following:

- Renter is responsible for acquiring individual release forms for each member of their group.
- 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 medical treatment or transportation to area medical facilities.
- 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.
- Renter agrees to report any accident/incident to the Camp Director/Retreat Director for proper documentation and follow-up.
- 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 outlined in the retreat packet 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 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” with a minimum liability limit of \$1,000,000.
- 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.
- Vesper Point reserves the right to deny groups use of facilities for any reason.
- Renter agrees to allow Vesper Point to use any photos, videos, or other digital media taken over the duration of the retreat for purposes seen fit by Vesper Point.



VESPER POINT MAP



Vesper Point Day Rental Contract

General Information

Name of Group: _____

Group Type: Men Women Youth Family College Other _____

Contact Name: _____ Cell Phone: _____

Email: _____

How many people will be in your group? _____

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

Please see check-in/check-out times in the scheduling portion of the retreat packet before choosing times.

Meals: Would you like to use our meal service for lunch, or will you be bringing your own food? _____

Please note: we do not have a kitchen for groups to use. You are welcome to bring already cooked food, or bring sack lunches.

Day Rates

\$150/hr for facilities (minimum of 6 hours)

\$10/person/meal (**lunch only** - meals are not required, see note above)

\$75 cleaning fee for any cabins used

Activities Selection

Year-round Activities:

___ Lighted Sports Pavillion (V-Dome)

___ Gaga Ball

___ Volleyball

___ Lighted Sports Field

___ Bouldering Gym

___ Putt-Putt Golf

___ Prayer Chapel

___ Bob (meeting space)

Seasonal Activities:

___ Swimming/water activities: \$75/hr (per 50 people)

___ # of swimming hours requested (max. 3)

___ Ski Boats: \$175 boat/hr (Aug. - Oct.)

___ # of boats requested (max. 2)

___ Canoes/Kayaks/Paddleboards: \$75/hr (seasonal)

___ # of boat hours requested (max. 3)

What kinds of sports equipment will you need? (ex: soccer balls, footballs, kickballs, etc.) We will let you know if we have what you need! _____

Payment Information

10% deposit of your expected # of guests is required to reserve your dates.

50% of your total bill is due one week prior to your arrival.

Full amount due upon receipt of final invoice. This is typically sent 1-2 days after your departure.

Please send checks to:

Camp Vesper Point

Attn: Sarah Estler

554 McCallie Avenue

Chattanooga, TN 37402

Authorized Rental Group Representative

Title

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

I have read through the retreat packet and agree to abide by all CVP policies/rules.