



Vesper Point 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 recently 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:

- Estimated # of participants. We will let you know what cabins you can use. If you desire to have more cabins, there is an extra cleaning charge (\$100/cabin) for spreading out more than necessary (less than 10 people per cabin).
- Menu choices (you will find our menu options later in this packet)
- 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

- All groups must pay for a minimum of 30 guests.
- 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. firepit, 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.
- The front gate is closed and locked every night at 10:00pm and is opened each morning at 7:00am. Please give advance notice if you will be arriving or departing between these designated times.
- Paper products are used for the last meal of all retreats and any meal before waterfront activities.
- Groups must bring their own linens (twin sheets, towels, washcloths, etc.).
- Please let us know how you plan to arrive to CVP. We strongly suggest buses, vans, or carpooling.

Scheduling

Check-In/Check-Out Times

Check-In

If your first meal is:	Your group can begin arriving at:	Your leaders can start arriving at:
Breakfast	7:00pm (night before) / 8:00am (day of)	6:00pm (night before) / 7:00am (day of)
Dinner	5:00pm	4:00pm

Note: Check-in times are not exact. These are simply the earliest times you can arrive.

Check-Out

If your last meal is:	Your group must leave no later than (this includes leaders):
Breakfast	11:00am
Lunch	5:00pm
Dinner	8:00pm

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 retreat is **4 hours**. Please plan your schedule accordingly.
- When using the waterfront, please allow 45 minutes both before opening and after closing times so that we can prep the waterfront and the following meal/event.
- If your retreat begins with **Friday dinner**, that meal is always served at 6pm.
- **Sunday lunch** is not offered for an overnight weekend retreat. Breakfast must be your last meal if staying through Sunday.
- All groups must have a specific lights-out time in their schedule.
- For overnight retreats, all meals must be provided by CVP.
- 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.
- No more than 10 additional guests who are not spending the night are allowed to join your group at camp for meals. We will need to know how many guests you will have before you come. There is a charge of \$15 per person for these guests and includes one meal.
- We reserve the right to prioritize an overnight group over a day group for any retreat.
- If you choose to add a firepit to your schedule, these must be limited to 1-1.5 hours. The latest end time for a firepit is 11:00pm.

Retreat Menu

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.

Breakfast

Every breakfast includes:

Scrambled Eggs, Cereal, Yogurt, and Granola
Milk, Juice, Coffee, and Tea

Option 1:

Choose 1 Item: Biscuits or Cheese Croissants

Choose 1 Meat: Sausage Patties or Country Ham

Option 2:

Choose 1 Item: Scones, Muffins, Pancakes, or French Toast

Choose 1 Meat: Sausage Patties or Sausage Links

Lunch

Every lunch includes:

Salad Bar
Lemonade/Punch and Water

Note: If your retreat ends on Sunday, your last meal must be breakfast.

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, Hamburgers, 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!

Dinner

Every dinner includes:

- Salad Bar
- Water and Lemonade/Punch
- Dessert

Note: If your first meal is Friday dinner, this meal is always spaghetti with a veggie and garlic bread. It is served at 6pm.

Option 1: Spaghetti and Garlic Bread

Option 2: Pork Tenderloin, Wild Rice, Broccoli, and Rolls

Option 3: Chicken Fajitas, Chips & Salsa, Spanish Rice, and Mexican Corn

Option 4: Teriyaki Chicken, White Rice, Broccoli, and Pork Egg Rolls

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. If we find any kind of vandalism after a retreat group is gone, we will add a fine to your invoice (\$100-\$500).
- 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.
- There must be an adult in each cabin with students.
- 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, and snakes may be more active off trail).
- Before departure, please complete items on the checkout sheet.
- 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.
- If there is excessive clean up around areas of camp after your retreat, we will have to add a cleaning fee to your invoice dependent on the severity of the mess.

Checkout Checklist

Before you leave, please do the following:

- Gather all trash and leave tied trash bags on the porch (don't forget to check under beds and in bathroom)
- Sweep entire cabin
- Wipe any grass out of sinks/showers
- Turn off all lights and fans
- Close all windows
- Report any broken/malfunctioning items to the Camp Office
- Bring any lost and found items to the Camp Office

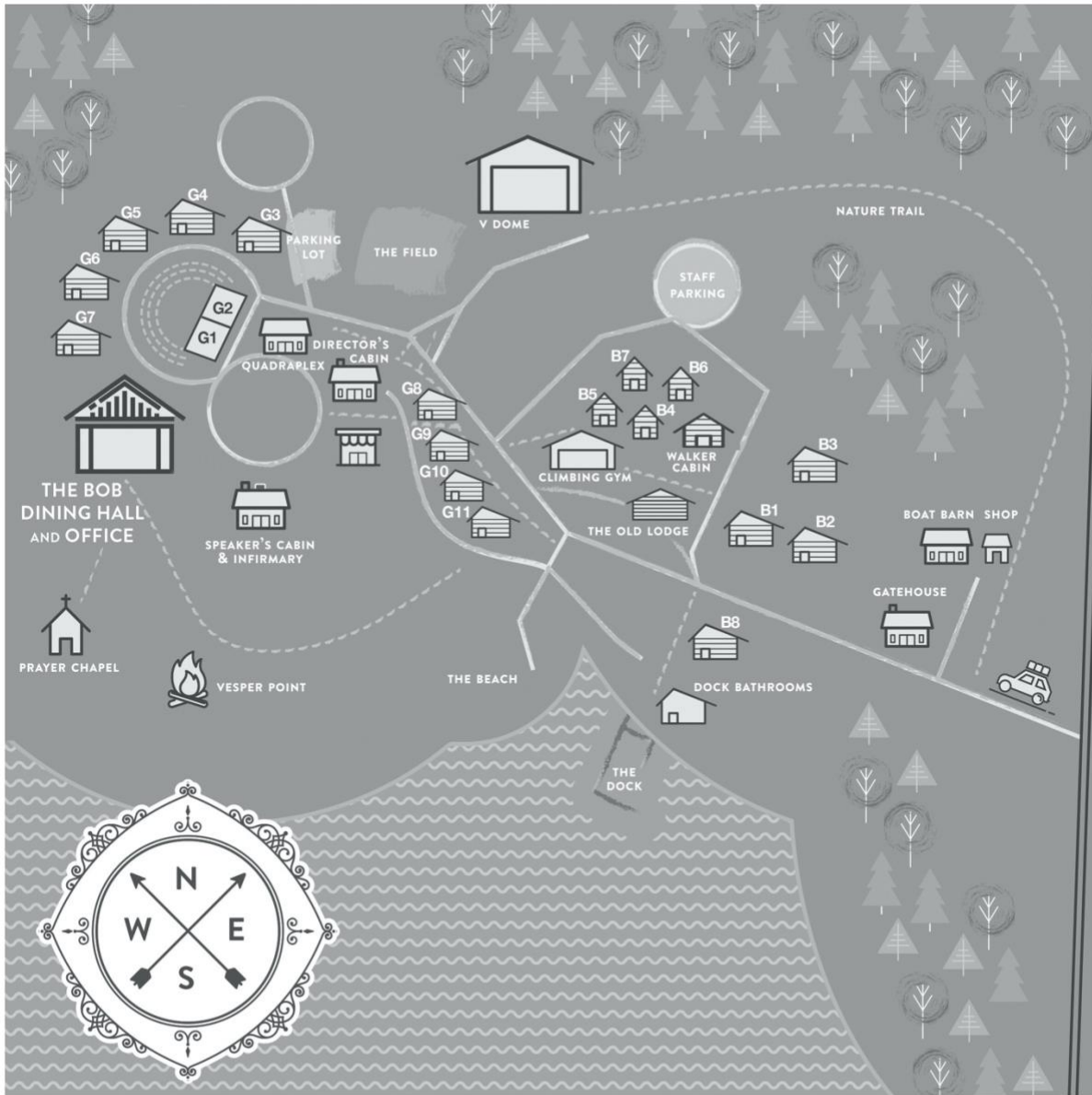
Thank you so much for coming to Vesper Point! We hope you enjoy your stay!

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 Overnight 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? _____

If your group has more than 130 people, please contact our office before sending the contract.

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

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

Total Meals Requested: _____ First Meal: B L D Last Meal: B L D

Activities Selection

What spaces/activities will your group be using?

Year-round Activities:

- | | | |
|---|--|---|
| <input type="checkbox"/> Lighted Sports Pavilion (V-Dome) | <input type="checkbox"/> Gaga Ball | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Lighted Sports Field | <input type="checkbox"/> Bouldering Gym | <input type="checkbox"/> Putt-Putt Golf |
| <input type="checkbox"/> Prayer Chapel | <input type="checkbox"/> Bob (meeting space) | <input type="checkbox"/> Fire Pit: \$35/use(by dining hall) |

Seasonal Activities:

- | | |
|---|---|
| <input type="checkbox"/> Swimming/water activities: \$75/hr (per 50 people) | <input type="checkbox"/> # of swimming hours requested (max. 4) |
| <input type="checkbox"/> Ski Boats: \$175 boat/hr (Aug. - Oct.) | <input type="checkbox"/> # of boats requested (max. 2) |
| <input type="checkbox"/> Canoes/Kayaks/Paddleboard: \$75/hr (seasonal) | <input type="checkbox"/> # of boat hours requested (max. 4) |

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

We prefer all payments to be made with a check.

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.

Pricing (per person)

1 night / 3 meals	\$110	
1 night / 4 meals	\$120	Groups booking events between December and
2 nights / 4 meals	\$155	March will receive a 10% discount on the per person
2 nights / 5 meals	\$165	costs!
2 nights / 6 meals	\$175	

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.

Authorized Rental Group Representative

Title