



CAMP CONQUEST

480 Forest Road, Denver, PA 17517
717.336.2541 (voice), 717.336.2678 (fax)
info@campconquest.org * www.campconquest.org

Group Name: _____ Organization Phone #: _____

Billing Address: _____
Street City ST Zip

Contact Person: _____ Primary Phone #: _____
Circle One: Home / Cell / Work

Email Address: _____ Alternate Phone #: _____
Circle One: Home / Cell / Work

Contract Dates: _____ Arrival: _____ Departure: _____
Day and Time Day and Time

Number of People in Group: _____ Food Service by Camp: Yes / No (circle one)

Type of Rental (circle one): Staff Lodge Lutz Lodge Sprecher Lodge
Minimum 20 people required for each lodge. Minimum of 60 people for exclusive use of camp

Rental Policies are posted at www.campconquest.org/rental. Please re-view these policies. If you are unable to view them online, a written copy can be mail to you per your request.

Notes

A contract is hereby granted to the group named above for the use of facilities and grounds of Camp Conquest, subject to the following conditions:

Responsibilities of rental group:

1. To abide by and uphold Camp Conquest's Statements of Faith and Missionary Job Description.
2. To submit a schedule of activities one month prior to the opening day of your activity.
3. To submit a completed registration form for each individual upon arrival.
4. To provide adequate staff according to American Camping Association guidelines.
5. To provide at least one individual currently certified in First Aid and CPR.
6. To provide adequate first aid supplies and materials and personnel for emergencies and general care.
7. To provide medical/liability insurance coverage on all members in your group. **(Note: A Certificate of Insurance must accompany this contract.**
8. If providing food service for your group, all food items must come from an approved source and staff must comply with safe food handling protocol as posted in kitchen. The camp provides a fully equipped kitchen but does not provide consumable supplies or kitchen staff.
9. To adhere to all posted signs around camp and the policies listed in the Guest Group Booklet in dining hall.
10. To clean all areas used by your group during your stay as listed in the Guest Group Booklet in dining hall. (A cleaning fee will be applied if necessary.)

Responsibilities of Camp Conquest Management:

1. To provide a safe, well maintained facility.
2. To provide firewood for camp fires and fireplaces.
3. To provide one camp management representative to host and assist you during your stay.
4. To provide trained staff for any programs offered by Camp Conquest.
5. To remove refuse from the designated area during and after your stay.

Camp Conquest Office Use Only

Reservation Deposit: _____
Date received: _____
Check #: _____

Food Service Deposit: _____
Date received: _____
Check #: _____

Estimated Number: _____
Male: _____ Female: _____

Reservation Policy

A facility reservation deposit must accompany the contract in order to reserve the facility. This non-refundable, non-transferable deposit is 25% of the minimum requirement for your groups stay.

Minimum Requirements:

Entire Facility = 60 persons per day
Staff Lodge = 20 persons per day
Lutz Lodge = 20 persons per day
Sprecher Lodge = 20 persons per day

If Camp Conquest is providing Food Service, a Deposit is due one month prior to the rental date. This non-refundable, non-transferable deposit is 50% of the minimum requirement of your groups stay.

Program fees are applied at the conclusion of your group's stay. Deposits paid are applied to the final bill.

Your reservation is not guaranteed until the Contract, Reservation fee, and Certificate of Insurance is received at the camp office.

Cancellation Policy

The guest group may cancel this contract which cancels your activity so long as that cancellation is provided in writing prior to four (4) months before the opening day of your activity. The reservation deposit will be the only penalty.

Cancellations within four (4) months but prior to two (2) months of the opening day of your activity will require payment by guest group in the amount of 50% of the minimum requirement.

Cancellations within two (2) months prior to the opening day of your activity will require full payment of the minimum requirement.

In all cases, Camp Conquest will attempt to re-book the space made available by your group's cancellation. If we are successful, the cancellation fee will be refunded after the reserved dates

Calculating the cost of your group's stay

Reservation Deposit = $\frac{\text{Minimum Requirement}}{\text{Minimum Requirement}} \times \text{Current Rate} \times 25\% =$ _____
mailed with contract

Food Service Deposit = $\frac{\text{Minimum Requirement}}{\text{Minimum Requirement}} \times \text{Current Rate} \times 50\% =$ _____
mailed one month prior

Program Fees = $\frac{\text{Number of Staffed Program Hours}}{\text{Number of Staffed Program Hours}} \times \text{Current Rate} =$ _____
Billed at time of service

Your Final Payment can be calculated as follows:

- Final Payment **equals** Total Number of People **times** Current Rate **plus** program fees **less** reservation deposit **less** food service deposit.
- Your final payment is due 15 days after your event.
- We recommend that you come prepared with an organizational check. Do not fill in the total as that amount often changes due to a variety of circumstances.

Discounts: After 75 paying guests, staff lodging is free, meal package rates still apply.

I, _____ do hereby enter _____
Print Name Print Organization/Church

into an agreement with Camp Conquest for the aforementioned dates. I have read and understand the Camp Rental Policies, the Statement of Faith, and the Missionary Job Description as posted online. I will communicate to my organization that we must abide by these policies while using the facilities and grounds of Camp Conquest.

Contact Person's Signature _____ Date _____