



480 Forest Rd.
Denver PA, 17517
717.336.2541

www.campconquest.org

Email: retreats@campconquest.org

Organization: _____ Organization Phone #: _____

Billing Address _____

Street

City

ST

Zip

Contact Person: _____ Primary Phone # _____

Email Address: _____ Alternate Phone #: _____

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

Type of Group: Children Youth Men Women Note: _____

Facility Use: Sprecher Lutz Kern Other: _____

Meal Service: Group Provides own or Camp Provided Meals: Number of Meals per person: _____

Food Service Notes: _____

Price per person for Lodging: _____ Price per person for Meals _____ Total Per Person: _____

Estimated Number of People: _____ Contract Minimum: _____ Contract Maximum: _____

Deposit: Contract Minimum X Price Per Person = _____ x 25% = _____ Due with Contract

Final Payment Due at conclusion of your retreat. Must be paid with organizational check or cash.

As a representative for the above organization I agree that I will communicate the camp policies listed here and that as a group we will adhere to same. (please initial each item, additional information on back of this page):

- _____ *The Camp Conquest Statement of Faith and Position on Social Issues
- _____ *Adequate staffing ratios for children and youth according to ACA guidelines
- _____ *Liability Insurance coverage
- _____ *First Aid
- _____ *Food Handling Protocols
- _____ *Cleaning and Facility Care Responsibilities
- _____ *Cancellation Policy
- _____ *The Guest Group Policies as posted online

I agree to these terms and will return this contract signed, along with a certificate of liability insurance and deposit. I will submit a complete list of attending registrants upon arrival.

Print Name _____ Title _____

Signature _____ Date _____

Notes:

Camp Policies

This is an abbreviated version for review. Please refer to the entire Guest Group Policy 2019 document found at <https://campconquest.org/retreats-and-rentals/>

- **Camp Conquest Statement of Faith and Position Statement on Social Issues:**

- Camp Conquest is a ministry of the Charis Fellowship (<https://charisfellowship.us/>). As such we have strongly held religious beliefs and practices. For all groups that utilize our facility to run activities and retreats, we ask that you acknowledge our beliefs, and that you agree to respect those beliefs by not teaching or behaving in any way contrary to those beliefs while on site.
- Camp Conquest has adopted the Charis Commitment to Common Identity as our statement of faith (<https://charisfellowship.us/ci>).
- We also affirm and hold true the Resolutions of our Fellowship as a position statement on current social issues (<https://charisfellowship.us/page/106>).

- **ACA Guidelines for Supervision:**

- All youth and children groups must be supervised at all times by the appropriate age and number of chaperones.
- The following ratios apply:

Camper Age	#Staff	Overnight Campers	Day Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- **First Aid and Healthcare** - The Guest group is responsible to provide their own first aid personnel and supplies for general care and emergencies.
- **Liability Insurance** - Groups must submit a certificate of Insurance naming Camp Conquest as an “Additional Insured” for the dates of the contract. This must be submitted one month prior to the date of the contract.
- **Food Preparation by Guest Group** - All food must be prepared and served according “ServSafe” Guidelines, posted notices, and information in the Guest Group Manual.
- **Cleaning and Facility Care** - The guest group is responsible for general cleanup of utilized buildings and activity areas as per posted checklists.
- **Cancellation Policy** - Cancellations within two (2) months prior to the opening day of your activity will require full payment of the minimum requirement.

Next Steps:

1. Return the signed contract to: Camp Conquest, 480 Forest Road, Denver, PA 17517
2. With the contract: Submit a Certificate of Liability Insurance, naming Camp Conquest as additionally insured.
3. With the contract: Submit an organization check for the amount of the Deposit.
4. One month prior to the event: Submit a proposed schedule of the event with details.
5. Upon arrival: Submit a list of attending registrants with emergency contact information.
6. Upon departure: Submit final payment for the event.