



Facility Rental Contract

480 Forest Rd., Denver PA, 17517 | retreats@camconquest.org | 717.336.2541 | camconquest.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 _____

Group Type & Guest Count

Event Description:

Estimated No. of People: _____

Contract Maximum: _____

Note: _____

Meal Service

Group Provides Own
----- or -----
 Camp Provided Meals:
No. of Meals per person: _____

Note: _____

Facility/Lodging Use

Exclusive Use Kern
 Dining Hall (Cedar, Spruce)
 Sprecher (Elm, Walnut)
 Lutz (Oak, Pine) Hemlock
 Aspen Birch Maple

Financial Information

Est. Meal Cost: _____ = Est. No. of People X Price per person for meals _____

Activity Fees: _____ Notes: _____

Lodging Fees: _____ Est. Total (Activities + Meals + Facility): _____

Deposit (est. total x 25%): _____ due with contract by _____

Meal Deposit (Est. Meal Cost X 25%): _____ due 1 month prior to event

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

A/V System

Will Use (\$50 Set up fee)
 Will Not Use

Camp Provided Activities
(Hourly Fees)

Archery Range
 Rifle Range
 Slingshots/Tomahawks
 Giant Swing
 Teambuilding/Challenge Course
 Pool (June—August)
 Water Slide (Seasonal)
 Corcls
 Horses (June 15 - Aug 15)
 Hay Rides

Other: _____

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 _____

Additional Notes:

Camp Policies

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

- **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. Camp Conquest has adopted the Charis Commitment to Common Identity as our statement of faith (<https://charisfellowship.us/cci>). Please respect those beliefs by not teaching or behaving in any way contrary to those beliefs while on site. As a Guest Group who will rent our facilities to **run their own program**:
 - **We require that your group agree with:**
 - Part 1: The Center, and
 - Part 2: The Evangelical Core.
 - **We ask that your group respect:**
 - Part 3: Our Charis Identity and
 - Resolutions of our Fellowship, our position statement on current social issues (<https://charisfellowship.us/page/resolutions2020>).
- **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 facility fee.

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. One week prior to event: Final Count for meals if Camp provided.
6. Upon arrival: Submit a list of attending registrants with emergency contact information.
7. Upon departure: Submit final payment for the event.