



Facility Rental Contract

480 Forest Road, 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

Event Description: _____

Children Youth
 Men Women
 Other: _____

Meal Options

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

Facility/Lodging Options

Exclusive Use
 Lutz Lodge & Hope Lodge
 (4 Cabins: Cedar, Spruce, Oak & Pine)
 Sprecher Lodge
 (2 Cabins: Elm, Walnut)
 Overflow Cabins
 Hemlock Aspen Birch Maple

Financial Details

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

Additional Meal Deposit: Estimated Total x 25% = _____ Due 1 month prior to event with approx. count.

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 _____

Camp Provided Activities

Camp Conquest provides various activities run by certified staff at an additional hourly fee. Contact the office for details

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
 - Position Statements of our Fellowship current social issues (<https://charisfellowship.us/page/positionstatements>).
- **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.