



Hosted Event Agreement

Organization Name	Address	City	State	Zip
Group Contact Person	Day Phone	Cell Phone	Email	

Briefly describe the purpose of your group retreat: _____

Group Size	#	Arrival/Departure	Date/Time
# 11 years and older		Arrival Date	
# of Youth 4-10 years		Arrival Time	
# of Youth 3 years and under		Departure Date	
Total		Departure Time	

SLEEPING ACCOMODATIONS

Check the accommodations desired and note the occupancy you require. If more than one group is staying at Lutherhill at the same time, the Registrar will coordinate the use of facilities and make every effort to provide for the needs of each group

	#	Facility	Description	Nightly Rates
<input type="checkbox"/>		Broesche Family House	12 people in 3 bedrooms. 2 bathrooms. Living room. Fireplace. Kitchenette	\$35 per person.
<input type="checkbox"/>		Retreat House	7-10 people in 3 bedrooms. 1 bathroom. Living room. Equipped kitchen.	\$30 per person.
<input type="checkbox"/>		Ark	15 people in 6 bedrooms. 3 bathrooms. Large living room. Equipped kitchen.	\$30 per person.
<input type="checkbox"/>		Cabins 11-16	14 people per cabin. 2 bathrooms per cabin.	\$25 per person.
<input type="checkbox"/>		Cabins 1-10	12 people per cabin. 1 bathroom per cabin.	\$25 per person.
<input type="checkbox"/>		RV Loop	10 pull-thru sites. 20/30/50 amp electric. Water/Sewer/Phone.	\$30 per RV.

MEETING AREAS

Check the meeting areas desired. Most meeting areas have white boards or chalkboards; flip charts and easels complimentary upon request.
* Overnight Stay rates are available when at least 75% of the group are overnight guests.

	Facility	Capacity	Rates with Overnight Stay*	Day Use Rates
<input type="checkbox"/>	Carby Chapel Center	175	\$100 per day.	\$700 per day.
<input type="checkbox"/>	Chapel Classrooms (2)	30 each	\$50 per day.	\$200 per day.
<input type="checkbox"/>	Ark	20	\$45 per day.	\$75 per day.
<input type="checkbox"/>	Retreat House	15-Oct	\$40 per day.	\$100 per day.
<input type="checkbox"/>	Dining Hall	120	\$85 per day.	\$200 per day.
<input type="checkbox"/>	AV Equipment	N/A	\$25 per day.	\$50 per day.

FOOD SERVICE

Personalized menus are available. Contact the office for ideas and rates.

- All Meals (if not, please specify below)
 No Food Service

Standard meal times are 8:30 am for breakfast, 12:30 pm for lunch, and 5:30 pm for dinner. If other times are desired, please note below.

Notes/Special Needs: _____

Meal Service	Date & Meal
First Meal	
Last Meal	

Meal	Rate
Breakfast	\$6.00
Lunch	\$6.50
Dinner	\$8.50
Snacks	\$3.00 +

Meals served in the chapel will be charged an additional \$100.00 service fee per meal.

Please complete both sides

Lutherhill Ministries Group Rental Agreement, continued

Recreational Activities

	Activity	Description	Rates
<input type="checkbox"/>	High Ropes	A thrilling adventure that builds confidence while tearing down doubt. The 40 foot two-sided climbing tower has 2 rock walls, a vertical playpen, and zip line. Also try the giant swing and 6 element Team Course.	\$20 per person, \$200 minimum
<input type="checkbox"/>	Low Ropes	Bring your group together to accomplish a common goal just 1 to 3 feet off the ground.	\$50 per facilitator (15 participants) 1-3 hours depending on group size
<input type="checkbox"/>	Pool	Our 100,000 gallon swimming pool is available for usage during warm weather. The pool has a changing area for men and women and is equipped with a low diving board into 10 foot deep water.	Lifeguards @ \$15 per hour each.
<input type="checkbox"/>	Pond with canoes & floating trampoline	Enjoy water activities in a natural setting. The floating trampoline is available during summer months.	2 Lifeguards @ \$15 per hour each.
<input type="checkbox"/>	Astronomy	Experience the stars with no city light and 3 large telescopes.	\$50 per night.
<input type="checkbox"/>	Labyrinth	Come walk a sacred path of meditation.	No charge.
<input type="checkbox"/>	Sand Volleyball	A full-size sand volleyball court.	No charge.
<input type="checkbox"/>	Camp Fire		No charge.
<input type="checkbox"/>	Program/Worship Assistance		Negotiable.
<input type="checkbox"/>	Arts & Crafts		Negotiable.

Payment, Refund, and Group Responsibility Policies

To protect the integrity of our reservations system and in fairness to others whose camping plans rely upon it, we adopted the following payment, refund, and group responsibility policies:

Deposit

To confirm your reservations, a non-refundable deposit of 25% of estimated charges is required.

Payment Terms

A statement will be sent the week after your event for the final balance due within 30 days. Your group will be charged for “no-shows” and people who cancel after you have provided numbers the week before your scheduled event.

Discounts

Discounts are applied to housing charges only. Groups of 25 or more are entitled to a 10% discount. Evangelical Lutheran Church of America (ELCA) congregations and organizations receive an additional 10% discount. Children 4 through 10 years receive a 50% discount on food service. Children 3 and younger stay and eat free.

Final Group Size

We will contact you a week before your event to obtain the final group size.

Cancellation Policy

Cancellations received 30 days or more before arrival date can apply their deposit to a rescheduled event within 12 months. Cancellations received 29 days or less before their arrival date will be billed for 50% of the estimated charges less deposit.

Responsibility Policy

It is the responsibility of the Group Contact Person to collect the names, addresses, emergency contact name and number, and health/allergy information for all group members. Additionally, a permission to treat must be collected for all persons under 18 years of age. Additionally, user groups are responsible for determining the need for and completion of background checks of their leaders.

Guest Policies

Please review the Guest Policies found on our website. You are expected to ensure your group abides by them.

In signing this contract you and your group agrees that Lutherhill Ministries shall not be liable to the rental group for any damages from any cause to its members or to property owned by the group. To the fullest extent permitted by the law, the rental group shall hold harmless Lutherhill Ministries and its representatives, agents, and employees from and against all liabilities, claims, damages, losses, expenses, and other costs, including but not limited to costs of attorney’s fee arising out of, or resulting from, or in connection with the use of the Camp by the rental group, its members, agents, employees, invitees, licenses, guest, or representatives.

Lutherhill Ministries will provide an on-site emergency contact that will also be available for emergency transportation.

The undersigned agrees to provide supervision to assure all participants abide by all rules and procedures of Lutherhill Ministries.

Return a signed copy of this agreement, along with your deposit to Lutherhill Ministries.

Signature of Group Representative Date Signature of Lutherhill Ministries Staff Date

After compilation of your information, you will receive an invoice detailing the charges.

Lutherhill Ministries P.O. Box 99 La Grange, Texas 78945 Tel: 979.249.3232 Fax 979.249.4032 office@lutherhill.org