



## 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	#
# 11 years and older	
# of Youth 4-10 years	
# of Youth 3 years and under	
Total	

Arrival/Departure	Date/Time
Arrival Date	
Arrival Time	
Departure Date	
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 Staff 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	\$40 per person.
<input type="checkbox"/>	Retreat House	7-10 people in 3 bedrooms. 1 bathroom. Living room. Equipped kitchen.	\$35 per person.
<input type="checkbox"/>	Ark	15 people in 6 bedrooms. 3 bathrooms. Large living room. Equipped kitchen.	\$35 per person.
<input type="checkbox"/>	Cabins 11-16	14 people per cabin. 2 bathrooms per cabin.	\$30 per person.
<input type="checkbox"/>	Cabins 1-10	12 people per cabin. 1 bathroom per cabin.	\$30 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	12	\$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

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	\$7.50
Lunch	\$7.50
Dinner	\$9.00

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

Minimum cost per meal is that of 12 guests if no other group is on-site.

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

*Please complete both sides*

Lutherhill Ministries Group Rental Agreement, continued

**Recreational Activities**

*Please see our website or handout for detailed information on all of our Recreational Activities.*

	Activity	Rates		Activity	Rates
<input type="checkbox"/>	Low Ropes	\$50 per facilitator	<input type="checkbox"/>	Camp Fire	No Charge
<input type="checkbox"/>	Pool	\$15 per hour, per 30 swimmers	<input type="checkbox"/>	Frisbee Golf	No Charge
<input type="checkbox"/>	Pond	\$30 per hour, lifeguards included	<input type="checkbox"/>	Canteen Games	No Charge
<input type="checkbox"/>	Astronomy	\$50 per night.	<input type="checkbox"/>	Out-camp Village	No Charge
<input type="checkbox"/>	Archery	\$15 per hour	<input type="checkbox"/>	Service Project	No Charge
<input type="checkbox"/>	Arts & Crafts	\$1-\$7 per person	<input type="checkbox"/>	Sand Volleyball	No Charge
<input type="checkbox"/>	Program Assistance	\$25 per hour.	<input type="checkbox"/>	Labyrinth	No Charge

**High Ropes Activities**

	High Ropes Packages	Rates		High Ropes Items	Rates
<input type="checkbox"/>	Wall, Zip, & Swing	\$20 per person, \$200 minimum	<input type="checkbox"/>	Swing	\$10 per person, \$100 minimum
<input type="checkbox"/>	Wall, Zip, Swing, & Leap	\$20 per person, \$200 minimum	<input type="checkbox"/>	Leap of Faith	\$10 per person, \$100 minimum
<input type="checkbox"/>	Team Course, Zip, Swing, & Leap	\$20 per person, \$200 minimum	<input type="checkbox"/>	Rock Wall & Zip Line	\$20 per person, \$200 minimum
			<input type="checkbox"/>	Team Course	\$20 per person, \$200 minimum

**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 30 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**

Our staff will contact you two weeks before your event. The final group size must be submitted one week prior to arrival.

**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, groups are responsible for determining the need 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. Lutherhill Ministries will provide an on-site emergency contact that will also be available for emergency transportation.

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.

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.

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Signature of Group Representative                      Date                      Signature of Lutherhill Ministries Staff                      Date

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