

“Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven.” Matthew 19:14 NKJV



# GUEST GROUP CONTRACT

Date of Application: \_\_\_\_\_

Name of Organization or Group \_\_\_\_\_

Person Submitting Application \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of **ON-SITE** Group Leader \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Group Size: \_\_\_\_\_

Dates Renting: \_\_\_\_\_

**Check-In 2:00pm Check-Out 12:00pm**

Special Check-In Requests: \_\_\_\_\_

\_\_\_\_\_

Deposit: \_\_\_\_\_ days, **\$200 a day**, for Total of \$ \_\_\_\_\_

**Payment Agreement**

Full Days staying: \_\_\_\_\_, \$ \_\_\_\_\_ a day per person

Half Day \_\_\_\_\_ \$ \_\_\_\_\_ per person

Pend Oreille Bible Camp  
Renting Fee:  
 1-50 people \$18  
 51-100 people \$16  
 101+ people \$14  
 (kids 5 & under free)

Minimum \$400 a day/24 hour  
 Day use/12 hours \$8 per person  
 Deposit \$200 a day

I have read and agree to the condition of this contract.

---

**Signature of Authorized Representative** **Print Name** **Date**

Please read, initial and sign pages 2 and 3



1. **Reservation of Event Dates:** A signed contract and a damage deposit of \$200 a day will be required to reserve dates. In the event of cancellation more than 60 prior to the event, the deposit is refundable. If cancellation occurs less than 60 days before the event was scheduled, the deposit will not be refunded during summer months. Please give as much notice as possible so the camp can attempt to reschedule after cancellation.
2. **Damage Deposit:** Guest groups holding a retreat at the camp may have their damage deposit refunded after the retreat dates. Any damage to, or excessive cleaning of the facilities, resulting from the actions of the guest group will be deducted from this deposit. **The guest group agrees to pay any additional damage charges not covered by the \$200 a day damage deposit.** If no damages occur, the damage deposit may be applied to the final bill, or used to reserve the dates for next year, or will be returned no later than one week after the guest group event.
3. **Financial Settlement:** The guest group agrees to make final payment of account balance within two weeks after the event. If full payment has not been made after 30 days, additional charges will apply.
4. **Insurance:** Guest group is responsible for providing insurance coverage for all persons participating in the guest group event.
5. **Waiver:** The guest group and its participants agree to indemnify and hold **Pend Oreille Bible Camp** free and harmless for any and all losses, damages, claims, demands, liability, causes of action or judgments, costs or expenses (including attorney fees) of every nature for injuries to person, property, either or both, occurring in, about, or in any way connected with the camp or its use by the guest group.
6. **Guest Policies:** Guest group participants agree to comply with all the policies and procedures set down by **Pend Oreille Bible Camp**.
7. This agreement shall be binding when the deposit to hold reservation dates is returned to the **Pend Oreille Bible Camp** office accompanied by a signed copy of this contract. Any copies must bear the signature of the on-site-guest group leader. This contract and the \$200 damage deposit must be returned to **Pend Oreille Bible Camp** no later than 90 days prior to the event or **Pend Oreille Bible Camp** will attempt to schedule another guest group for the dates held.
8. As a binding part of our Guest Group Contract, **we request that the on-site guest group leader read and initial the following policies and procedures, and in turn convey these simple rules to each participant in the guest group event.**
  - \_\_\_\_\_ 1. **A.** Smoking is not permitted on the campgrounds.  
**B.** Alcoholic beverages are not allowed on the property.  
**C.** No pets are permitted on the property with the exception of approved service animals. Animals considered 'comfort' animals are not permitted.  
**D.** No fireworks or firearms are allowed on the property.  
**E.** Guests are not to arrive prior to the check-in time listed on the contract. With permission, advance set-up parties may arrive up to two hours before the main group.  
**F.** Guests are required to supervise and schedule all activities in accordance with our noise curfew. **Quiet Time is 10 p.m. to 7 a.m.**
  - \_\_\_\_\_ 2. Guest group agrees to permit only individuals participating in their event to enter the facilities and shall take any steps necessary to remove unauthorized persons or disruptive members from the campgrounds. In addition, guest groups are only allowed to enter those buildings that have been contracted and paid for unless otherwise approved.



- \_\_\_\_\_ 3. The facilities shall be kept in good condition and repair. Guest groups are required to clean any facilities used during their stay at camp and are asked to assist in keeping the grounds neat and clean.  
 Cleaning checklists are provided in each building.  
 You will be expected to conduct a walk through reviewing all items on the "Rental check out list" prior to your departure.  
**Cleaning not done by the guest group prior to leaving the camp property shall be done by staff and the cost deducted from the guest group's damage deposit. If cleaning charges exceed the damage deposit, the remaining balance will be billed to the guest group.**
- \_\_\_\_\_ 4. Maintenance requests shall be serviced as quickly as possible. Please notify the camp administrator or on-call staff member of any problems with heat, hot water, lights or plumbing and report damages to property immediately. The guest group becomes responsible for payment of any damages beyond normal wear and tear.
- \_\_\_\_\_ 5. The waterfront shall be used only with proper supervision and at applicant's own risk. Waterfront usage is available only during the summer months. **For your safety, please use designated trail to get to the waterfront area (signs posted).** Boats will be used only with permission of the Camp Administrator, and at the user's own risk.  
 ALL groups using the waterfront area are **REQUIRED** to have a certified lifeguard on duty whenever the waterfront area is in use. ALL participants are required to wear a lifejacket when swimming. Onsite waterfront orientation with a **Pend Oreille Bible Camp** staff member is required before the waterfront area can be used.
- \_\_\_\_\_ 6. Parking is allowed in designated areas only. Please **DO NOT PARK ON LAWN** or drive vehicles in restricted areas.
- \_\_\_\_\_ 7. ATVs, FOUR WHEELERS, DIRT BIKES ARE **NOT ALLOWED ON CAMP PROPERTY**, unless approved by Camp Administrator.  
 Camp staff members can use ATV for camp work purposes only, use is limited only to designated trails and road.
- \_\_\_\_\_ 8. Absolutely **NO GUNS OF ANY KIND ALLOWED ON CAMP PROPERTY.**
- \_\_\_\_\_ 9. Recreational fire, bonfire, campfires are allowed only in designated fire pit.

I have read and agree to the conditions of this contract and am duly authorized by the applying organization to sign.

---

Signature of Authorized Representative	Print Name	Date
--	------------	------

		<b>Receipt No.:</b>
<b>Paid by:</b>		
		TOTAL
<b>Date:</b>	<b>Received by:</b>	