

**Retreat & Camp Rental Agreement**

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retreat Center & Cabin Bed Rates:**

Rental of the Retreat Center and/or cabins includes use of the Ausland Lounge in the Retreat Center, dining room, gym, kayaks/canoes, disc golf course, trail system and chapel.The two Retreat Center bunk rooms sleep 12 each and theme rooms sleep 2-4 depending on room. The cabins sleep anywhere from 8-16 people and the Hospitality House, a separate cabin with a full bathroom and kitchen, sleeps up to six people.

**Retreat Center Themed Rooms**

**1 person per room**  **$40 per night** **# of Rooms \_\_\_\_ # of Nights \_\_\_\_**

**2 people per room** **$70 per night** **# of Rooms \_\_\_\_ # of Nights \_\_\_\_**

**3 people per room** **$90 per night** **# of Rooms \_\_\_\_ # of Nights \_\_\_\_**

**4 people per room** **$100 per night** **# of Rooms \_\_\_\_ # of Nights \_\_\_\_**

**Cabins**  **$25 per person/per night** **# of People \_\_\_\_ # of Nights \_\_\_\_**

**Retreat Center Bunk Rooms** **$25 per person/per night** **# of People \_\_\_\_ # of Nights \_\_\_\_**

**Hospitality House** **$125 per night** **# of People \_\_\_\_ # of Nights \_\_\_\_**

**Day Camp Rental Rate:**

This is for any organization or group that would like to rent the camp just for the day with no overnight stay. You will have access to the campgrounds including the trails, disc golf course and the kayaks/canoes. You will also have access to the chapel, Retreat Center lounges, dining hall and gym.

**Day Camp** **$15 per person** **# of People \_\_\_\_**

**Meal Rates**

You must sign up for the food options you will need prior to the event. Please notify RWM of any special dietary needs and/or food allergies at least **TWO WEEKS** prior to the event.

\*You can choose not to have a meal plan and pay to have access to the kitchen and cook meals for yourself\*

**Breakfast**  **$10 per meal**

**Lunch**  **$12 per meal**

**Supper**  **$15 per meal**

**Meals Requested – Please circle the meals you wish to sign up for.**

|  |  |  |
| --- | --- | --- |
| Breakfast | M T W TH F SA SU | Total # of meals: |
| Lunch | M T W TH F SA SU | Total # of meals:  |
| Dinner | M T W TH F SA SU | Total # of meals: |

**Additional Facilities Fees:**

* No meal plan – Guests have access to the kitchen to cook: $150 per day

\*DOES NOT include access to the food in the kitchen\*

* Popcorn Machine: $10 per retreat
* Lifeguard Charge: $60 per day (4 hours each day)

\*If you request programming help and supervision by trained staff, there will be an additional charge. Programming fees will be decided on a case-by-case basis.\*

**Totals:**

Lodging: \_\_\_\_\_\_\_\_\_\_ Meals: \_\_\_\_\_\_\_\_\_\_ Additional Fees: \_\_\_\_\_\_\_\_\_\_

TOTAL COST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit (10% of estimated total bill, minimum $150) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This deposit is NON-refundable and is also used as a damage deposit for property and kitchen cleaning (if applicable).

Payment of the final balance is due prior to departure of the event, unless other arrangements have been made. A surcharge may be added to any bill not paid prior to departure.

The group representatives MUST notify the camp of the TOTAL number expected to attend at least 2 weeks in advance. Should the number of actual retreat participants be less than the per-registered number of participants, the retreat group will be billed for the number of per-registered participants. If the actual number of participants increases, the actual number will be used to calculate a revised retreat fee and the difference will be billed to the group.

**LIABLITY INSURANCE:**

Some user groups will be required to either show a Certificate of Liability Insurance from their own insurance company or be required to pay for a rider to the Red Willow Ministries Liability Insurance. This will be added to the cost of the retreat/group use contract. Talk to the Hospitality Manager for more information. NOTE: Church groups affiliated with the ELCA may be covered by their church Liability Insurance. We require a copy of this Certificate of Liability Insurance.

**A completed Retreat Participant Roster, including the names and addresses of the retreat participants must be turned in upon check-in.**

I represent the rental group and have read, understand, and will be the responsible agent for all policies, responsibilities, and fees listed in this agreement as well as the Policies & Guidelines which I received as a separate document. Further, I understand and acknowledge that my group will be responsible for general cleaning of the facility (i.e. removing used bed linens, cleaning tables, picking up trash, etc.). If my group does not do this, I understand there may be an additional charge for cleaning. I further agree the Red Willow Ministries shall not be liable to the rental group for any damage from any cause to its members or to the property owned by the group. To the fullest extent permitted by the law, the rental group shall hold harmless Red Willow 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 b the rental group, its members, agents, employees, invitees, licenses, guests or representatives.

\*\*Please review the Policies & Guidelines attached. You are expected to ensure your group abides by them. By signing below, you are acknowledging receipt of said Policies & Guidelines. \*\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Group representative signature (Please make a copy for your records & mail the signed original & deposit to):

Red Willow Ministries, 1651 Jacob Drive, Binford, ND 58416

**Please advise your group not to move any furniture in the sleeping areas.**

**Furniture is currently placed according to ACA Guidelines,**

**Insurance requirements and for general safety.**

Any questions concerning your contract can be sent to the Hospitality Manager at 701-676-2681 or hospitality@redwillowbiblecamp.org . If you find that we have missed something, please let us know!

**Office Use Only:** **Deposit check #** **Eval Sent** **Eval Rec’d**

**Balanced Owed:** **Payment check #** **Revised 7/20/2022**