

**Luther Point Bible Camp Retreat
TERMS AND CONDITIONS**

PAYMENT

- User Groups using the Retreat Center are required to pay a \$500 non-refundable, non-transferable deposit within two weeks of booking. Luther Lodge and Family Cabins require payment in full within 2 weeks of booking.
- Final payment is due two weeks prior to your stay at Luther Point Bible Camp, if not already paid.
- Linens will be provided in the Retreat Center at no additional cost if guests make their own beds. If you wish to have Luther Point Bible Camp Staff make beds, there will be an additional charge of \$10/bed.
- Credit Card payments over \$300 will incur a 3.5% processing fee per transaction.
- User Group agrees to deliver prompt payment to Luther Point Bible Camp. If payment is not received 30 days after the departure date, User Group agrees to pay a 10% late fee.

CANCELLATION

- Cancellation of the Retreat Center at least 30 days prior to your stay will result in the forfeit of the \$500 non-refundable, non-transferable deposit.
- Cancellation of Luther Lodge or Family Cabin(s) at least 30 days prior to your stay will result in a 25% processing fee.
- Cancellation of any facility within 30 days of your stay will result in no refund. User Group will be responsible for paying the remaining balance.

DAMAGE/BREAKAGE/CLEANING

- User Group will be held responsible for paying the costs of the repair or replacement of any Luther Point Bible Camp property damaged, lost, or broken by the User Group. If the damage incurred requires Luther Point Bible Camp to cancel or postpone upcoming events, retreats, or camps, the party that damaged the property will be responsible for any lost income.
- A Check-out list will be provided. Damage, moved furniture, and supplies (such as canoes) not put away will result in a minimum \$200 charge.

INSURANCE & LIABILITY

- User Group is responsible for their own group or individual coverage.
- User Group agrees to supervise and to assume full control and responsibility for any persons, entities, or things other than Luther Point Bible camp personnel or property who/which are related to the User Group.
 - For the purposes of this section, “any persons” includes, but is not limited to, the User Group’s agents and employees, participants in the User Group’s program, and the User Group’s visitors.

ATTENDEES

- The final number of attendees must be communicated to the office two weeks prior to your arrival.
- Any changes made within two weeks prior to your arrival should be communicated as soon as possible.
- User Group agrees that the total number of participants on the premises will not exceed the facility building maximum at any time.

MISCELLANEOUS

- User Group warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf. This Agreement may be altered or amended only by agreement of both parties.

I have read and understand the retreat policies, terms and conditions set forth in this contract (including attached policies, rules, and procedures). By signing this contract, I am agreeing with and will abide by all retreat policies, rules, and procedures set forth in this contract.

Printed Name

Signature

Date

