



Thank you for selecting Lutherhaven Ministries for your upcoming event! We truly look forward to serving you and your group! Please read through the following agreement carefully. If you have booked an event with Lutherhaven Ministries before, **note that certain policies and requirements have changed starting in 2013.**

The following serves as a letter of agreement between the signed and Lutherhaven Ministries. All arrangements are being held on a tentative basis and require your signature on the enclosed copy of this agreement along with your deposit before the due date indicated on your contract. If we have not heard from you by then, your event space may be released to another group.

Between now and your **deposit due date, 5 PM**, unless you have signed this executed Contract, should another organization request the same dates and be in a position to confirm immediately, we will advise you and you will have two business days to execute this Contract and return it.

#### **DEPOSIT/PAYMENT INFORMATION:**

**Your event balance is due upon check-in. All payments must be in the form of a check or major credit card or an approved purchase order. Any additions at the time of your event must be paid for by the end of the event. Groups with established master billing shall pay their balance net thirty days from the final day of their function. Billing for late payments will incur interest of 1.5% per month.**

#### **OVERNIGHT GUEST REQUIREMENTS:**

**Check in time for your group is 12:00 PM and check out time is 02:00 PM.**

#### **EVENT SPACE:**

**Multiple groups frequently share our facility at the same time. Your event space is not guaranteed until final numbers are received, and may be reassigned.** The amount of event space, including accommodations and meeting rooms, is assigned based on the overall numbers you have attending, and **changes in numbers may be reasonable cause for reassignment.**

#### **MEAL SERVICE:**

**Lutherhaven Ministries is the sole provider of food, unless other arrangements are expressly made in writing as part of your contract. Cooking is not allowed in meeting rooms, with the sole exception that crock pots may be permitted for lunch with prior approval.**

**For groups providing own meals at Shoshone, the kitchen is stocked with cooking utensils and dishes. Paper, Styrofoam or plastic tableware is not allowed. Your group is required to use the kitchen in accordance with health standards. There will be an additional charge if we must clean up the kitchen after your group departs.**

**Food and beverages are not allowed in the sleeping rooms.**

Meal times are 8:30 breakfast, 12:30 lunch, 5:30 supper, and Sunday brunch 9:30 AM, unless changes are made as part of your contract. Meals are served either family or buffet style. It is our tradition that Christian graces are led at mealtime. All groups using the camp eat together.

**Please notify us ten business days in advance of any food allergies or dietary needs on the Dietary Request Form at [www.lutherhaven.com](http://www.lutherhaven.com) and we will do our best to accommodate you.**

**We do not serve peanuts or tree nuts as part of our menus; however, certain foods may contain nut byproducts as part of their processing, and packaged nut products are available on camp.**

**ATTENDEE GUARANTEE AND FINAL COUNT:**

Lutherhaven is relying on, and the signed agrees to provide, the number of guests set forth in your Contract. Untimely decreases in guest numbers attending your event will cause Lutherhaven Ministries to suffer lost revenue and lost revenue potential, as other potential bookings for your space will have to be turned away. To that end, **Lutherhaven requests your best estimate of accurate guest numbers 90 days out from your event.**

**Important: Notification of the final number of participants for all meals and accommodations is due not less than 7 business days prior to your start date. In the event that the final number is not received 7 business days or more prior to your start date, it is agreed that the 90-days estimated number of participants will be considered final, or the actual number of attendees, whichever is greater.**

**CANCELLATION POLICY:**

In the event of full cancellation, the signed agrees to forfeit the non-refundable deposit to Lutherhaven Ministries.

In addition, in the event of cancellation, you agree to pay Lutherhaven Ministries a percentage of your total estimated charges based on the contracted number of attendees according to the schedule as follows:

<b>Time Of Cancellation Of Change</b>	
61-90 days prior to the start of your event.	25% of the contract total
31-60 days prior to the start of your event	50% of the contract total
Any event canceled less than 30 days prior to the start date	100% of contract total

**IMPOSSIBILITY OF PERFORMANCE:**

This contract will terminate without liability to either party if performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond that party's control, including but not limited to acts of God, regulations or orders of governmental authorities, fire, flood, disaster, restriction upon travel, civil disorder, or any delay in necessary and essential construction or renovation at Lutherhaven Ministries.

**GROUP POLICIES:**

1. Be sure to **inform your group** of retreat policies.
2. For your group's safety, **all attendees must register** upon arrival at camp.
3. In the event of an **emergency**, contact a staff person. For Emergency Medical Services, DIAL 911. Groups provide their own certified First Aid/CPR provider. Basic first aid supplies are available from your camp host. An AED is located at each camp.

4. Persons **swimming, canoeing or tubing** without a lifeguard present do so at their own risk. If your group plans on using the waterfront or watercraft as part of your event, you will receive a copy of Lutherhaven Ministries' Waterfront Policies.
5. **Cell reception** is sporadic at Lutherhaven and non-existent at Shoshone.
6. **Lutherhaven Ministries is smoke-free. Smoking is NOT permitted at either camp.**
7. **Alcoholic beverages** are not allowed at camp or camp functions, except that beer, wine and malt beverages only are permitted with written permission from Lutherhaven Ministries as part of your guest contract and you abide by and enforce established restrictions.
8. For groups bringing **unaccompanied minors**, a signed permission to seek emergency treatment must be obtained.
  - a. Groups bringing children or youth must provide one adult (21 or older) for every ten youth. Children and youth under 18 must be supervised by an adult (21 or older) at all times.
  - b. Groups are responsible for conducting their own background checks on adult chaperoning children and youth.
9. The **Challenge Course** is off-limits without prior reservation and facilitation by camp staff.
10. Guests bring their own **bedding, towels, and toilet articles**. Linens are available to rent with two week's notice.
11. **Maintain quiet after 10 pm and before 8 am.**
12. **Pets are not allowed.**
13. We are not responsible for **lost or stolen items**.

**LIABILITY AND CONTRACT POLICY:**

Lutherhaven Ministries reserves the right to refuse the use of its facilities to any group if such use is determined to be a) potentially detrimental to the health and safety of patrons, b) potentially disruptive to the normal function of Lutherhaven Ministries, or c) contrary to the mission of Lutherhaven Ministries. The signed agrees to reimburse and hold harmless Lutherhaven Ministries for the fair value of any damages or losses caused to Lutherhaven Ministries' property or to third persons or their property by the signed, its guests or invitees. The signed also agrees to defend, indemnify and hold Lutherhaven Ministries harmless from any claim, liability or expense including attorney's fees which may result from your organization's use of the facility unless the claim, liability or expense arises solely from the negligence of Lutherhaven Ministries. Changes can be made to this contract only in writing. This document constitutes a complete and binding contract. Should your event take place at Lutherhaven Ministries without an executed contract, it is understood that you acknowledge and agree to all provisions herein.

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Representative of Quilters Without Borders

Date

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Printed Name

Phone Number