

# Rhodes Grove

## GUEST GROUP CONTRACT

### A. GROUP INFORMATION

<b>Rhodes Grove</b>		<b>Group Type:</b>	Children
<b>Leader:</b>	Carrie Forney	<b>Phone:</b>	717-375-4162
	7693 Brown's Mill Rd	<b>Cell Phone:</b>	717-977-85666
	Chambersburg, PA 17202	<b>Email:</b>	carrie@rhodesgrove.com

If necessary, I prefer to be contacted by:  Phone  Cell Phone  Email

### B. RETREAT ARRANGEMENTS

This contract includes the following: **1 Night(s) Lodging and 3 Meals**

<b>Guaranteed Minimum:</b>	26	<b>Minimum Guaranteed Amount:</b>	\$3,120.00	<b>Maximum Number of Guests:</b>	
----------------------------	----	-----------------------------------	------------	----------------------------------	--

\*For more information on the guaranteed minimum see #1 on back.

<b>Arrival Date:</b>	02/05/2016	<b>Housing Available:</b>	3:00 p.m.
<b>Departure Date:</b>	02/07/2016	<b>Housing Check-out:</b>	11:00 a.m.
<b>First Meal:</b>	Saturday Breakfast	<b>Last Meal:</b>	Saturday Dinner

<b>Housing:</b>	<input checked="" type="checkbox"/> Miller Lodging Wing	<input type="checkbox"/> Retreat Center	<input type="checkbox"/> Highland	<input type="checkbox"/> Woodland	<input type="checkbox"/> Cottages
	# of Rooms:	<input type="checkbox"/> RV Sites	# of Cabins:	# of Cabins:	# of Cottages:

Special Arrangements:

### C. FINANCIAL ARRANGEMENTS

<b>Fees:</b>	<b>Miller Lodging Wing</b>
<b>Adult</b>	Double Occupancy - \$120 per person

\*Fees based on entire length of stay.

1. **Financial Settlement:** Unless otherwise arranged, the fee balance will be paid in full by one check payable to "Rhodes Grove" or by credit card upon arrival. **Add 5% for late payment. Lodging room keys will not be disseminated until payment is received. Credit card payments will incur an additional 3% fee. All lodging fees subjected to 1.5% Franklin County Lodging Fee.**
2. **Confirmation:** Deposit of \$ .00 and a properly signed contract are required to confirm dates. Unless otherwise arranged, the full deposit will be applied to your camp fees.
3. **NOTE:** This Guest Group Contract will be nullified and all reserved space may be made available to other groups if the contract is not signed and returned with specified deposit by: . Should delays in returning the contract develop, please notify Rhodes Grove as soon as possible.
4. **Governing Guidelines:** I/We agree to abide by the Rental Guidelines on the reverse side as well as those announced at Rhodes Grove. The group coordinator signing below accepts responsibility for necessary communications to the group and its leadership in order to ensure compliance. The financial representative (i.e. organization treasurer) signing below understands and approves the financial commitment of the group/organization upon signing of this contract.
5. **Authorization:** This Guest Group Contract will be validated when signed by both authorized representatives.

Group Coordinator \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Financial Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Camp Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Return original copy to: **Rhodes Grove 7693 Browns Mill Rd Chambersburg, PA 17202; 717-375-4162; Fax 717-375-4634**

## **RHODES GROVE RENTAL POLICIES**

*Rhodes Grove strives to do its best in facilitating a clean, healthy environment serviced by friendly staff. Suggestions from our guests are always welcome! Please let us know how we can be of any further assistance.*

- 1) **GUARANTEES:** A **Guaranteed Minimum** is established with this contract determining the minimum final payment. An **Attendance Update** providing a complete and binding count of full-time and part-time participants by age groupings is required **no later than ten days before the event.** Only overnight guests will count toward the minimum, **day guests do not apply to meeting the guaranteed minimum.** If our actual attendance falls below our guaranteed attendance, we agree to meet our entire financial obligation to Rhodes Grove for the minimum guarantee identified on this contract. **Rhodes Grove reserves the right to book other groups simultaneously when facility capacity allows.**
- 2) **CANCELLATION:** Groups will be responsible for paying the following percentages of the Guaranteed Minimum by the end departure date listed on the front of this contract. Rhodes Grove will concede to two cancellations after numbers are reported. Cancellations reported before the invoice is created will be removed from the invoice. Otherwise, cancellations within the limit of two, for any reason, payment will be transferrable, not refundable.

9- 12 Months:	Forfeit Deposit
6-9 Months:	50% of Guaranteed Minimum
3-6 Months:	75% of Guaranteed Minimum
0-3 Months:	100% of Guaranteed Minimum
- 3) **ORIENTATION:** A Rhodes Grove staff member will bring greetings and an orientation at various times throughout the weekend.
- 4) **SUPERVISION:** All groups are responsible to provide their own program staff, including a registrar, first aid provider, and at least one live-in adult sponsor for each housing unit (minimum leader to youth ratio 1:10).
- 5) **FIRST AID:** First aid supplies, emergency care, and emergency transportation are the **Guest Group's responsibility.** Because Rhodes Grove staff are not permitted to dispense medication of any kind, groups are to provide their own adult **first aid provider** (recommended minimum: current Red Cross First Aid cardholder) **and first aid kit.** Injuries requiring first aid must be reported to Rhodes Grove Staff.
- 6) **GUEST GROUP GUIDELINES:**
  - a) **All activities and behaviors** are to be in keeping with Rhodes Grove's statement of faith.
  - b) **All inside room lights and outside court lights** are to be turned off by a designated group member.
  - c) **Swimming** is allowed only when currently certified lifeguards are on duty. Lifeguards **must** be provided by Rhodes Grove.
  - d) **Dress** should be non-offensive and in good taste. Modest, one-piece swimwear is required.
  - e) **Alcoholic beverages, fireworks, and weapons of any kind** are not permitted on Rhodes Grove property.
  - f) **Pets** are not allowed on Rhodes Grove property without advance permission from Rhodes Grove Staff.
  - g) Guest Groups are **NOT** allowed in the Rhodes Grove kitchen area. The kitchenette can be used for any guest group needs.
- 7) **FOOD SERVICE:** All meals are served buffet style. Promptness to meals is essential to maintain the quality of the food. Guest participation in a simple post-meal clean up is part of Rhodes Grove food service operation. **Standard meal times: Breakfast 8:00 am, Lunch 12:00 pm, and Dinner 5:00 pm.** Alterations must be arranged in advance, but are not guaranteed. Rhodes Grove reserves the right to adjust meal times as needed. NOTE: Neither Rhodes Grove nor its staff can be held responsible for any adverse effects resulting from an individual, family or group consuming food and/or snacks not prepared by Rhodes Grove food service staff.
- 8) **MEETING ROOMS/EQUIPMENT:** Meeting rooms will be assigned by Rhodes Grove prior to arrival date. As part of the contract guest groups will be provided **ONE** meeting room. Additional meeting rooms may be requested at an additional fee if space allows. Most of Rhodes Grove's equipment is available at no extra charge, including sports equipment, overhead projectors, video projectors and screens, TV/VCR, sound system, etc.
- 9) **LOST AND FOUND:** Rhodes Grove assumes no responsibility for "lost and found" items that are left, lost, or stolen. The owner of recovered "lost and found" items is responsible for postage reimbursement.
- 10) **DAMAGES:** Guest groups will reimburse Rhodes Grove for **damages to property** beyond normal wear and tear. A \$100 per incident minimum amount will be assessed.
- 11) **LIABILITY:** Other than premises liabilities secured with its insurance provider, Rhodes Grove is absolved from any responsibility arising from any accident, injury, damage or property loss sustained to or inflicted by registered and non-registered guests. The Guest Group is responsible for the behavior and ensuing consequences of its members and guests.
- 12) **CHECK-IN/CHECK-OUT:** We understand lodging check-in time is not sooner than 3:00 pm on the arrival date and check-out time is not later than 11:00 am on the departure date unless previously arranged in writing. **All facilities will need to be vacated by 3 p.m. the day of departure.**

**(Initials)** I have read the Rhodes Grove Rental Policies and agree to all terms and conditions.

Rev. 1/05/10