



RENTAL CONTRACT

Thank you for choosing Mt Baker Bibleway Camp.

1. **Group (Church) Name:** _____ **non-profit ID#:** _____

Address: _____ Phone: () _____

City: _____ State/Province: _____ Zip/PC: _____

2. **Contact Person:** _____ **Position:** _____

Phone: () _____ Email address: _____

3. **Dates of Retreat:** Begin: (hour) _____ Day: _____ Date: _____

End: (hour) _____ Day: _____ Date: _____

Please check in at the Main Office upon arrival.

4. **Group Type: (check one)** Children's Youth Singles Married Couples Adults Family

5. **Group Size:** _____ (Maximum of 15% reduction of campers, 1 week prior to retreat date).

If a Family camp, please indicate # of children ages 2 - 11: _____. (*Discount pricing applies*)

6a. **Exclusive Use Rental Request:** (Minimum of 150 attendees, or total retreat value over \$15,000USD.)

6b. **Accommodations Requested:** _____ **Check if estimate is attached**

_____ RV Spaces # _____ Tent Spaces # _____ Picnic Pavilions BBQ Pit Fire Pit Sports Field

Playground Horse Shoe Pit Green Chapel Annex Main Chapel

Overhead Projector Chapel Sound System (*additional fees may apply, if not noted on estimate*)

7. **Catered Meals:** Require a minimum of 30 people & 3 meals. *Groups not meeting the minimum can combine with other groups or seek special pricing options. (See Ground Rules #14p. for cooking in cabin options).*

Request to have our meals provided

Group to provide own meals

BREAKFAST(1)(2)(3)(4)(5) LUNCH(1)(2)(3)(4)(5) BOX LUNCH(1)(2)(3)(4)(5) DINNER(1)(2)(3)(4)(5)

MEAL TIMES: Specific times will be determined 1 to 2 weeks prior to arrival. Please send us a copy of your groups schedule as soon as possible.

Confirmation of Estimated Rental Rates

check if estimate is attached

Rate per Person (if applicable)

\$ _____ per night

Estimate of Total Price

\$ _____

Deposit Amount Required

\$ _____

8a. **INSURANCE:** All persons registered and using the camp grounds are insured under a camper insurance policy. (**Snow activities are not included. All injuries resulting from snow activities must be covered by campers' personal insurance**). The premium is included in the cost per camper. The applicant agrees to notify and file a claim with the Camp office of any injury or illness treated by a doctor upon which an insurance claim is made within two days of accident or illness date. **If camper is transported to a hospital or doctor for a medical emergency while on retreat, a claim form MUST be obtained from the office before transporting. This is necessary in order for the insurance coverage to be effective.** The group must provide the camp with a **Certificate of Liability Insurance** showing Mt Baker Bibleway Camp as an **additional insured** on your policy prior to coming on the premises.

8b. **MEDICAL STAFF:** Each group must provide a designated 'first aid' person. Qualifications from American Red Cross are recommended. Questions, please contact Whatcom County Health Dept. (360) 676-6724.

9. **RETREAT DEPOSIT:** A non-refundable deposit (amount noted on your estimate) returned with this contract will confirm your selected retreat date. Your deposit will be no less than 20% of your retreat value and no more than 50% of your total retreat cost. The deposit will be deducted from your invoice at final payment.

10. **FINAL PAYMENT:** Check made payable to *Mt Baker Bibleway Camp* prior to departure from the Camp Grounds. **Final Invoice** is based on actual number attending or number given one week prior to camp date, whichever is greater. Number cannot be reduced more than 15% of original contracted group size. (*see line 5*)

11. **CANCELLATION POLICY:** **Your deposit is non-refundable.** In the event you must cancel your group less than 45 days prior to your retreat (summer 90 days); you will be charged 50% of your original estimate listed on this contract.

12. **LOST & FOUND:** Mt Baker Bibleway Camp assumes no responsibility for lost & found items. Items will not be kept more than 30 days.

13. **DAMAGES & FINES:** User Group agrees to be responsible for advising their campers of the fines that will be enforced in the event that the fire systems are tampered with. The minimum fine for an illegal fire alarm pull-down is \$250 per offense and \$2,500 for sprinkler head abuse plus any costs for water damage repairs.

14. **GROUND RULES:** User Group agrees to abide by Mt Baker Bibleway Camp's General Ground Rules:

- a) All persons entering and leaving the grounds will check in and out with the Camp Manager and should arrive before 6:00PM unless special arrangements have been made.
- b) All children and youth are to be under the supervision of an adult familiar with the policies of this camp. It is recommended that all campers be apprised of these regulations before leaving for Mt Baker Bibleway Camp so that they shall be engaged with the positive purposes their church or group has designed and planned for them.
- c) Campers are to have NO one-on-one contact with MBBC Staff. All communication is to be conducted through the group leaders and MBBC Staff.
- d) No items are to be moved from one cabin to another. Furniture is not to be moved in the cabins without the supervision of management. Failure to comply with this can result in loss of deposit. Removing smoke alarm batteries is a federal offense and therefore makes you liable for any loss that may be incurred.
- e) The applicant agrees to abide by the camp rules which include: No smoking, no drinking of intoxicating beverages, no taking of narcotic-type stimulants, no gambling and no dances permitted on the Campgrounds.
- f) Campers are to stay in the general vicinity of facilities their group has engaged. The area of private homes and cabins is off limits. Campers are asked to stay off hillsides and not use them as "trails" or "shortcuts"; this causes erosion and is a potential hazard.
- g) Pets must be confined to RV's. (Owners are responsible for all litter). Leash law in affect.
- h) No fireworks. No chopping of trees. No fires except in designated areas with permission from the Camp Manager.
- i) Dress codes: Clothing with advertising of products or slogans with questionable innuendos are not permitted. We ask that everyone wear clothes that exemplify Christ. Health safety requires that shoes be worn at all times.
- j) The Camp Manager is to be consulted about the use of any facility not reserved by your group prior to your arrival.
- k) The applicant agrees to pay Mt Baker Bibleway Camp any damages to the property by their group members, except damage arising from normal use.
- l) Please respect private homes, property and pets.
- m) Speed limit on grounds is 10 MPH!
- n) For outdoor campfires, please ask and we will provide wood for you.
- o) Please do not take food from dining hall, unless approved by dining hall staff.
- p) Cooking in cabins is permitted. Limited to the sleeping capacity of the cabin with kitchen facilities.

15. **Disclaimer:** User Group agrees to indemnify & save Mt Baker Bibleway Camp harmless from all damages, judgments, expenses, attorney's fees & compensation arising out of personal injury, death or property damage sustained in whole or in part by any or all persons whatsoever as a result of or arising out of any act or omission of User Group, its agents or employees, or caused by or resulting from any activity incident to the program being conducted by User Group, or use of Mt Baker Bibleway Camp facilities or cancellation/closure of camp due to natural disaster/emergency (flood, fire, volcano, etc.).

16. **SIGNATURE AUTHORIZATION:** I agree to uphold the purpose of Mt Baker Bibleway Camp as stated above in our activities while renting the Camp and to fulfill the financial obligations of this contract. **The signer accepts the responsibility of communicating these guidelines to the leadership of the group.**

Representative making the request:

Mt Baker Bibleway Camp:

(Signature)

(Signature)

(Print or Type Name)

(Print or Type Name)

Date: _____ (mm/dd/yy)

Date: _____ (mm/dd/yy)

17. **PAYMENT & DEPOSIT OPTIONS:**



By Check: Payable to MT BAKER BIBLEWAY CAMP
mail with signed Rental Contract.

Note: All funds must be made payable in US Dollars.

Amount: _____ Check No. _____

Email Address: _____

Select this option to have an invoice sent to your email address. Via PayPal

Credit Card: Please fill information below and mail with **signed** Rental Contract or send via FAX to (360) 599-3280.

Credit Card Authorization: *(Call our office to pay by phone)*

Card Type:



Card Number: _____ / _____ / _____ / _____

Amount: \$ _____

Expiry Date: _____ / _____

Security Pin: _____

Credit Card Billing Address: _____

City: _____

State: _____ **Zip Code:** _____ **Authorized Signature:** _____

(We'll send you your receipt via) **Email Address:** _____

- You will receive a hard copy confirmation of this Rental Contract (signed) for your records along with a receipt of your deposit. *(A check list of 'things to remember' will be included also.)*
- Check in at the camp office upon arrival.
- Final payment is due at time of check-out a 2.5% late fee will be applied to unpaid balances.
- Final inspection of facilities should be conducted by group leader(s) and representative of camp staff.
- Please provide a copy of your Statement of Faith as a Christian Organization or your website address.

* Prices subject to change.

Revision: Nov 2013