



Montgomery Presbyterian Center

88 SE 75th St, Starke, FL 32091

Office: 352-473-4516 * Fax:352-473-4723 * Email: info@montgomerycenter.org

GUEST GROUP CONTRACT

Group Information

Group:

Type:

Event Contact

Contact:

Address:

E-mail:

Group Contact:

Group Email:

Group Phone:

Group Fax:

Contact Home:

Contact Work:

Contact Cell:

Contact Fax:

Event Information

Event:

Arrive Date and Time:

Expected # of Participants:

Minimum # of Participants:

Lodging/Meeting Reserved

Type:

Depart Date and Time:

Maximum # of Participants:

of Nights:

Start & End Dates & Times	Description	Unit cost / Nights / Qty	Total
Charges			
Lodging			
			Total for Lodging: <input type="text"/>
Resources			
			Total for Resources: <input type="text"/>
Discounts			
			TOTAL ESTIMATED CHARGES: <input type="text"/>

Deposit Information and Contract Due Date

Deposit and Contract Due

Guaranteed Amount

1. GUARANTEE/FINANCES:

- The contract total above can be reduced on or before 90 days. After that time, the numbers may not be reduced below the Guaranteed Amount of 80% of the contract total. We will increase guests only after verifying space availability with MPC.
- We, the person(s) being responsible for the business of the Conference/Group agree to sign and return this contract, along with the indicated non-refundable non-transferable deposit by the contract deadline above.
- The deposit is based on the above amount and serves to guarantee our reservation. This deposit will be applied to our final bill.
- On or before the first day of our event, we agree to pay the full Guaranteed Amount (80% of total contract) less the pre-paid deposit.

e. A final invoice will be prepared for any amount owed above the Guaranteed Amount. Our Final Invoice will be based upon the numbers given 2-weeks prior to our arrival. (Adjustments will be made to our Final Invoice for additional guests, other charges or for special circumstances.) The Final Invoice may be paid upon our departure or within 10 business days.

f. If our group is underwritten by no formal organization or fellowship, we, the undersigned agree to be held individually responsible for the financial obligation shown above.

2. CANCELLATION POLICY:

If cancellation occurs 90 days prior to the event, we agree to forfeit our deposit.

If cancellation occurs less than 90 days prior to the event, we agree to pay a cancellation fee equal to our full Guaranteed Amount. (80% of contract total).

If MPC can arrange a replacement group generating comparable income, then partial/total refund of the cancellation fee will be considered. However, we understand that the initial deposit monies are not refundable.

3. GOVERNING GUIDELINES:

We agree to respect the purpose, philosophy, and standard of conduct of Montgomery Presbyterian Center. We agree to do nothing by word or act that will in any way detract from or be contradictory to, same. We agree to abide by the guidelines described in this contract, those in the Guest Group Guidelines, those provided in other information given to the guest group contact person or posted on the grounds. MPC reserves the right to remove from the facility anyone who creates a disturbance or is not prepared to abide by the terms of this contract and/or the direction of MPC staff.

4. FACILITY INFORMATION & REGULATIONS:

Guest groups agree to abide by hours set for the activities. MPC is not responsible for damage/loss of vehicles parked in the parking lot or valuables left on the premises. NOTE: MPC is a drug-free and weapon-free facility. Animals, except for the sight impaired are not allowed on MPC grounds.

5. REGISTRATION:

a. Our Guest Group will provide a group registrar to handle all registration and room assignments.

b. Any balance due on the final invoice is to be paid within 14 days after the retreat or conference.

c. At least TWO WEEKS PRIOR TO ARRIVAL, a "Certificate of Liability Insurance", naming Montgomery Presbyterian Center as an additional insured, needs to be on file in the MPC office. (Call your insurance company and ask them to fax it directly to MPC at 352-473-4723.) We also understand that our group/guests are responsible for their own health/accident insurance coverage.

d. We understand that we are responsible for bringing our own CPR qualified first-aid person or qualified medical personnel, and appropriate supplies to care for the needs of our group. We also understand that our group, or individual campers are responsible for their own health/accident insurance coverage.

e. Our group contact person or coordinator must bring correctly completed medical consent forms for all participants of the Climbing Tower and High Ropes Course.

6. SAFETY AND EMERGENCIES:

a. Guest Groups agree to support sound safety practices in planning and implementing their group programs and to abide by any safety regulations. Any injury-causing accidents are to be reported to the camp staff person on duty immediately. It is strongly recommended that Guest Groups provide a CPR and First-Aid certified adult while on the site. Guest Groups are responsible for providing a vehicle and qualified driver for transporting injured guests to a local medical facility, when necessary.

b. There must be a certified lifeguard on duty for any swimming. When watercraft activities are scheduled, all persons at all times when on board or skiing must wear PFDs. Private watercraft must be operated under MPC guidelines, and state and local regulations.

c. A certified person for swimming, archery, high ropes/challenge course, and sailing must be reserved with MPC at least 2 weeks prior to arrival.

7. FOOD SERVICE POLICY:

There is a 15 person minimum for meals, any group that falls below 15 will be charged for the full 15 meals. Please call MPC, (352)473-4516, fifteen days prior to your event with a final meal count.

Meals are served promptly at the meal times listed above.

Food will remain on the serving line for 30 minutes. MPC is able to make arrangements for groups or families with special requests or special diets. Please contact our office for more information.

8. CABIN CARE:

All furniture should be returned to the original arrangement. We understand that MPC will charge Guest Groups for any damage incurred by them.

9. ATHLETIC EQUIPMENT:

Athletic equipment will be made available upon request. Lost or damaged items will be charged at the replacement costs. MPC is not responsible for theft or damage to personal sports equipment.

10. STANDARDS OF CONDUCT:

We adhere to standards of conduct that reflect a church facility (i.e. modest dress, polite language, restraint in public displays of affection, self-control when angry, patience, understanding, and respect for others.)

11. INDEMNIFY AND HOLD HARMLESS:

Guest Groups agree to indemnify and hold harmless MPC, its officers, agents, and employees from and against any and all claims, demands, loss or liability of every nature, for injuries to person or property (either or both), occurring in or about or in any way connected with the camp and its use by the guest group, as a result of or arising out of the act or omission of the guest group, its officers, agents, students, employees, or guests.

12. PLEASE INITIAL BELOW:

- I understand that my non-refundable deposit MUST accompany this signed document.
- Final meal counts must be reported 15 days in advance of event. (352)473-4516
- As group leader, I will convey all facility rules and regulations to my group.
- As group leader, I accept responsibility for any property damage incurred during our stay.
- No nurse is on duty. First aid supplies and transportation are the responsibility of the user group
- MPC recommends that each group bring a leader certified in First Aid/CPR to provide emergency care.
- Insurance coverage is the responsibility of the guest.
- 2 weeks prior to our event, we will submit a copy of our Certificate of Insurance.
- I have read and agreed to all terms and conditions as stated above.
- I have received a copy of the Guest Group Guidelines.

Leader Signature,

Date

Montgomery Center Representative

Date

Please sign and return this contract, along with the indicated deposit on or before the contract deadline. Until receipt of these items, it is understood that MPC is free to negotiate with another group for the dates and times shown above.