

**2009 RESERVATION & USAGE AGREEMENT
LAKESHORE UNITED METHODIST ASSEMBLY
EVA, TENNESSEE**

GROUP NAME: _____ **PHONE:** _____

ADDRESS: _____ **CITY, ST, ZIP:** _____

	(Rate)		(Projected Cost)		
NUMBER OF PARTICIPANTS (10 & OLDER) PROJECTED:	_____	@	_____	=	_____
NUMBER OF CHILDREN (4 TO 9 YRS) PROJECTED:	_____	@	_____	=	_____

**TOTAL PROJECTED COST OF MEALS & HOUSING USAGE* _____
25% DEPOSIT DUE WITH AGREEMENT _____
BALANCE DUE AT CLOSE OF RETREAT _____

DESCRIPTION OF GROUP: _____

ARRIVAL DATE/TIME: _____ **DEPARTURE DATE/TIME:** _____

FIRST MEAL: _____ **FINAL MEAL:** _____

(Specify "breakfast", "lunch" or "dinner" with the date)

SPECIAL MEAL REQUESTS (if any): _____

RESPONSIBLE PARTIES:

A. Person to contact re. reservations and arrangements: _____

Address: _____ **City, St.** _____

Zip _____ **Home Phone:** _____ **Work Phone:** _____

Cell Phone: _____

Email: _____

****B. Person responsible for supervision of children/youth:** _____

Address: _____ **Phone:** _____

*****C. Person responsible for First Aid & Emergency Transportation:** _____

Address: _____ **Phone:** _____

SCHEDULING

Lakeshore can accommodate 300 persons in a combination of dormitory and hotel style rooms. We reserve the right to schedule two or more groups in the same time frame and to adjust meeting room assignments to meet the needs of the particular group. This will necessitate a cooperative spirit in the use of certain facilities and dining room arrangements.

EXCLUSIVE USE

Groups that guarantee a minimum of 100 campers with 2 night minimum stay may request exclusive use of the retreat facilities. No Shows will be charged. Deposits are non-refundable in the event of cancellation and not subject to the conditions of the cancellation policy below. The Executive Director may grant exclusive use to other groups based on specified retreat needs. The Executive Director's decision is final.

CANCELLATION POLICY FOR RETREAT GROUPS

Good stewardship and concern for the economic condition of your Retreat Center requires the acceptance of the following cancellation guidelines:

- With a minimum of 60 day notice – No Charge
- With 30 to 59 days notice – Loss of deposit (charge of 25% of total projected cost)*

- With 10 to 29 days notice – A charge of 50% of total projected cost*
- Less than 10 days notice – A charge of 100% of total projected cost*

* (The percentage is based on the number of persons registered in accordance with this agreement.)

NO SHOWS:

The actual number of participants must be verified on or before the first full Monday prior to the beginning of your retreat. You will be charged our “one night, 3 meals” minimum fee for all no shows. Verification may be made by phone, fax or e-mail to the Lakeshore office.

DEPOSIT REQUIREMENTS:

A 25% DEPOSIT IS REQUIRED BEFORE A GROUP IS CONFIRMED FOR A REQUESTED DATE. A RESERVATION DATE MAY BE PENCILED IN ON THE CALENDAR PER YOUR REQUEST. THIS DATE WILL BE HELD FOR 10 DAYS. IF A 25% DEPOSIT IS NOT RECEIVED WITHIN A 10 DAY WAITING PERIOD, YOUR RESERVATION WILL BE IN JEOPARDY. \$25.00 OF ALL DEPOSITS IS A NON-REFUNDABLE BOOKING FEE.

FINAL PAYMENT:

Final payment is due upon the close of the retreat. Groups may request their organization be billed with payment due within 10 days of receipt of the final bill.

RETREAT & RENTAL RATES:

(See attached sheet)

POLICIES, PROCEDURES & GUIDELINES:

(See attached sheet)

The completion of this agreement assumes that the leadership for the event has read the attached document, "Policies, Procedures and Guidelines", and has shared them with their group prior to the beginning of the retreat, and accepts them as a part of the agreement.

I, the undersigned, as an authorized representative of the above named group, have read and do hereby accept the conditions of this agreement and its attachments.

Signature: _____ **Date:** _____
Print Name: _____ **Title:** _____

- * **Be sure and read over the cancellation policy!**
- ** **Refer to "Policies, Procedures and Guidelines" Section II, C**
- *** **Refer to "Policies, Procedures and Guidelines" Section II, E**

Return to: Lakeshore United Methodist Assembly
 1458 Pilot Knob Road, Eva, TN 38333
 Phone: (731) 584-6102 Fax: (731) 584-CAMP (2267)
 E-mail: office@lakeshoreuma.com
www.lakeshoreuma.com

2009 RETREAT & RENTAL RATES

Dormitory Cabins 1-8; 9-10; 11-16:

ADULT/PER PERSON

\$24.00 for 1st night; \$15 for 2nd night;
\$12 for 3rd & addl nights

\$76.50	5 mls, 2 nights
\$69.00	4 mls, 2 nights (Sat AM,N,PM,Sun AM)
\$54.50	4 mls, 1 night (Sat N,PM, Sun AM,N)
\$47.00	3 mls, 1 night (Sat N, PM, Sun AM) <i>(Minimum Cost)</i>

CHILD (4 THRU 9) / PER PERSON

Children 3 and under are free

\$15.00 per night

\$55.00	5 mls, 2 nights
\$50.00	4 mls, 2 nights (Sat AM,N,PM,Sun AM)
\$35.50	4 mls, 1 night (Sat N,PM, Sun AM,N)
\$30.50	3 mls, 1 night (Sat N, PM, Sun AM) <i>(Minimum Cost)</i>

Calhoun, Hopper and Hope Lodges: (If reserved in advance)

\$28 for first night; \$16 for each addl night

\$81.50	5 mls, 2 nights
\$74.00	4 mls, 2 nights
\$58.00	4 mls, 1 night
\$51.00	3 mls, 1 night <i>(minimum cost)</i>

\$17 each night

\$59.00	5 mls, 2 nights
\$54.00	4 mls. 2 nights
\$37.00	4 mls. 1 night
\$32.50	3 mls, 1 night <i>(minimum cost)</i>

Semi private rooms \$40.00 per night plus meals, single occupancy; \$60 per night plus meals, double occupancy.

PLEASE NOTE: LAKESHORE DOES NOT TYPICALLY SERVE A FRIDAY NIGHT MEAL FOR WEEKEND GROUPS ARRIVING LATE FRIDAY. FIRST MEAL IS SATURDAY BREAKFAST.

COMMUTER FEE: There will be a \$25 per person fee for day only visitors. This amount will cover one to three meals taken at the camp on any calendar day. Each additional day is \$20.

COST OF MEALS:

ADULT (10 AND OLDER):

\$7.00	Breakfast
\$7.50	Lunch
\$8.50	Dinner
\$23.00	Per Day

CHILDREN (4 THRU 9):

\$4.50	Breakfast
\$5.00	Lunch
\$6.00	Dinner
\$15.50	Per Day

Children 3 and under are free

ADDITIONAL SNACKS:

Lakeshore will provide punch, muffins and/or cookies at a minimum cost of \$40.00 or \$2.00 per person, whichever is higher. Please contact camp in advance for this service. Fair trade coffee and hot tea are complimentary.

OXLEY COTTAGE FEES:

\$75.00 Oxley Cabin

Fee is for one night with a maximum of 12, each additional person is \$10.00. If meals are served in the Dining Hall and Kitchen Supervisor is notified, the family may eat with other scheduled groups. The meal cost is stated above.

KAIGLER LAKESIDE LODGE:

Kaigler Lakeside Lodge is a two-story facility with separate semi-private sleeping accommodations (2 bedrooms with two queen-size beds and a bath) on each floor. A living and kitchen area separate the two bedrooms. Linens are provided with rental of this building. *Meals are not included in these prices.* The meal cost is listed above. The rates for Lakeside Lodge are: \$60 for one room only, maximum of 2 persons, per night; \$120 to rent entire floor, total of 6 persons, per night; any additional persons up to a total of 10 per floor will be charged \$15 per person, per night. Maximum rental rate for a floor is \$180.00. *The Conference Center is not available if meals are not taken in the Dining Hall.* Children may stay in a room with parents or guardians for no extra charge. Each additional adult over 2 per room will be charged \$15.00.

SHANKLIN COTTAGE: Shanklin Cottage, formerly named Hillside Cabin, is a two bedroom facility, each bedroom containing two queen size beds and an attached bath. Linens are provided with this cabin. A kitchen is not available and *meals are not included in these prices.* The rates for Shanklin Cottage are: \$50 for one room only, maximum of 2 persons per night; \$100 to rent the entire cabin, maximum of 6 persons in both bedrooms and sitting area, per night.

Additional people (up to 10) will be charged \$15.00 per person, per night. *The Conference Center is not available if meals are not taken in the Dining Hall. Maximum rental rate for cabin is \$140.00 per night.*

CALHOUN, HOPPER LODGES: Calhoun & Hopper Lodges are new two story buildings, each level containing 2 bunkrooms and 2 semi private rooms. Each bunkroom has attached showers & toilets and consists of 5 bunk beds (linens not included). Each semi private room with bath has two twin beds (bed & bath linens are included). Each level will sleep a maximum of 20 in dorm rooms. Each semi private bedroom is \$40.00 per night for single occupancy and \$60.00 per night, double occupancy (this does not include cost of meals). Calhoun Lodge and Hopper Lodge will each house a maximum of 48 on both levels. Each level has a small kitchenette with under the counter refrigerator, microwave, sink and coffee pot and a smaller main room for lounging or small group meetings.

HOPE LODGE: Hope Lodge is a new building located behind the Tabernacle containing 2 bunkrooms and two semi private rooms. Each bunkroom has attached showers & toilets and consists of 11 beds, 7 bottom and 4 top bunks (linens not included). Each semi private room with attached bath has one bunk bed (bed & bath linens are not included). Hope Lodge will sleep a maximum of 22 in dorm rooms and 4 in semi private rooms. Hope Lodge has a full kitchen with stove, refrigerator, microwave, in addition to a large dining table and full size living room.

RETREAT PROGRAM OPTION:

Lakeshore has staff available to lead a retreat for your specific group. The cost for these services is an additional \$10.00 per person above our standard pricing with a minimum charge of \$300.00 for the weekend. When we lead a retreat for you, we provide all the program supplies; however, each group must supply the proper number of counselors.

WATER RECREATION CENTER FEES:

- \$8.00 per person, minimum charge of \$100 for a three-hour session.
- Overnight guest groups will be charged \$4.00 per person for a three-hour session, minimum charge of \$50 per three-hour session.
- Minimum occupancy of 12 people, maximum of 300.

No group will be allowed to swim without a lifeguard; only Lifeguards hired by Lakeshore will be used. At least two weeks advance notification is required to use water recreation center. The WRC is available from Memorial Day to Labor Day.

PONTOON BOAT FEE: \$2.00 per person per trip (must be arranged in advance)

CONFERENCE CENTER RENTAL:

Non and Resident guest groups may use the Conference Center for a meeting when available. Fees are:

\$150.00 for the upstairs \$100.00 for the downstairs (per day)

ADMINISTRATION BUILDING RENTAL: (Maximum number-approx 40)

\$4.00 per person Fee for use of the building \$100 minimum

Fee for use of the Administration Building kitchen will be \$10.00 per meal; a \$25.00 deposit will be required for groups using the kitchen. The deposit will be refunded as long as posted guidelines for use of kitchen are met. Groups using the Admin. Building may eat in the Conference Center as long as space is available. There will be no charge for use of the building when groups are staying overnight. Groups using Administration Building will not have access to the Conference Center (with exceptions granted for canteen and program specifications where feasible).

PILCHER MEMORIAL TABERNACLE

\$4.00 per person \$100 minimum

LAKESHORE TENT & TRAILER CAMPGROUND:

\$8.00 per site, per night----2 tents per site, or one hook up \$40.00 per week

CABINS AT TENT & TRAILER CAMPGROUND:

\$25 per night

WILDERNESS CAMP:

A flat rate of \$5.00 per person, per night.

Revised 09/20/2008