

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've booked an event with Lutherhaven Ministries in the past, please read this carefully; guest policies recently changed.

LETTER OF AGREEMENT & DEPOSIT:

This is a Letter of Agreement between your group and Lutherhaven Ministries. All arrangements are being held on a tentative basis and require your signature on the enclosed copy of both the Contract and 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 due date, unless you have signed this 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 sign this Contract and return it with your Deposit.

FINAL PAYMENT:

Your balance is due upon check-in. We accept cash, check or credit card; credit card payments incur a 3% surcharge. 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.

CHECK-IN AND CHECK-OUT:

Find arrival and departure information on your Contract.

EVENT SPACE:

Multiple groups frequently share our facility at the same time. Your accommodations and meeting rooms may be reasonably reassigned to another equally nice space based on overall numbers utilizing camp, or if a larger group requiring a larger meeting space is sharing camp. We trust you understand the value of us being a faithful steward of camp by operating at capacity and not turning away groups.

PHONES, INTERNET & OFFICE USE:

1. Cell reception is sporadic at Lutherhaven and non-existent at Shoshone.
 2. Photo copies are available at each camp office for a fee.
 3. Lutherhaven may have wireless internet available for group use; ask your camp host.
- There is no public wi-fi at Shoshone.

FOOD SERVICE:

Lutherhaven Ministries is the sole provider of meals at Camp Lutherhaven, unless other arrangements are expressly made in writing as part of your contract. A minimum of 15 guests on camp is required for meal service. Weekend groups must include four or five Lutherhaven meals in their standard or deluxe retreat package when meals are served at camp, starting with Friday dinner. Guests may provide their own snacks.

For groups providing own meals at Shoshone Mountain Retreat, 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 is an additional charge if we must clean up the kitchen after your group departs.

Food and beverages are not allowed in any 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. All groups using the camp eat together. It is our tradition that Christian graces are led at mealtime.

Please notify us ten business days in advance of any food allergies on our Dietary Request Form at www.lutherhaven.com. 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 relies on you to bring the number of guests set forth in your Contract. Untimely decreases in your numbers 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.

Notification of the final number of participants for all meals and accommodations is due not less than 10 business days prior to your start date. If your final numbers are not received 10 business days or more prior to your start date, your 90-days estimated number will be considered final, or your actual number of attendees, whichever is greater.

CANCELLATION POLICY & NO SHOWS:

In the event of full cancellation, you agree to forfeit the non-refundable deposit to Lutherhaven Ministries. If fewer attend your event than were confirmed in your final 10-day count, you agree to a \$50 charge per no show.

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. The Group Leader is responsible for informing their group of camp policies and seeing that the policies are upheld by their group.
2. For your group's safety, all attendees must register at the office upon arrival at camp.
3. In the event of an emergency, contact a staff person. For Emergency Medical Services, DIAL 911. Groups may 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, boating, tubing or using the docks without a lifeguard present do so at their own risk. If your group plans to use the waterfront or watercraft as part of your event, request a copy of our Waterfront Policies.
5. If we are doing active programming for your group, individuals must complete our Program Participant Activity Release.
6. Lutherhaven Ministries is smoke-free. Smoking is NOT permitted at either camp.
7. Alcoholic beverages. Beer and wine only are permitted with written permission from Lutherhaven Ministries as part of your Contract when you agree to abide by and enforce established written 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 MUST conduct criminal and sex offender background checks on all adults 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 toiletries; linens are available to rent as part of your contract.
11. Camp has neighbor's right next door! Maintain quiet between 9 pm and 8 am; respect neighboring property and stay within camp boundaries.
12. Pets are not allowed, with the exception of service animals.
13. We are not responsible for lost or stolen items.
14. **WEAPONS NOT ALLOWED:** Because we are a camp and retreat ministry primarily serving children and youth, weapons are not permitted on any Lutherhaven Ministries property. This means that no one, including employees, campers, guests or other individuals, is permitted to bring a weapon onto any Lutherhaven Ministries property or to any camp program without the express written permission of the Executive Director.

Weapon includes any firearm, knife, dangerous chemical or sprays, explosives (including fireworks), etc. Weapon also includes any toy, sport, or look-alike weapon, regardless of its use or purpose.

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 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. You agree 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 your group, guests or invitees. You also agree 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 this executed Contract, it is understood you acknowledge and agree to all provisions herein.

Check Here: Group Leader has read, understands, and agrees 1) to inform their group of Lutherhaven's policies listed on this form, including the policy prohibiting weapons of any kind on Lutherhaven property, and 2) their group will follow Lutherhaven's policies.

Signature of Group Leader

Date

Signature Representing Lutherhaven Ministries, Inc.

Date

Return one signed copy of this Letter of Agreement and one signed copy of the enclosed Contract along with your Deposit, before the due date indicated on your Contract, to:

Lutherhaven Ministries
Guest Services
3258 West Lutherhaven Road, Coeur d'Alene, ID 83814
Revised 1/2015