



RESERVATION AGREEMENT
 Mount Shepherd Retreat Center
 1045 Mount Shepherd Road Ext.
 Asheboro, NC 27205
 Phone: 336-629-4085
 Email: office@mtshepherd.org

DATE: _____

CHURCH/ORGANIZATION: _____

CONTACT PERSON: _____ EMAIL: _____

CONTACT PHONE: (OFFICE) _____ (CELL) _____

CONTACT ADDRESS: _____ CITY _____ ST _____ ZIP _____

ARRIVAL DATE: _____ TIME: _____ DEPARTURE DATE: _____ TIME: _____

BRIEFLY DESCRIBE THE PURPOSE OF YOUR RETREAT:

APPROXIMATE NUMBER EXPECTED: ADULTS _____ AGE 9 AND UNDER _____
 AGE 10 TO 18 _____ **TOTAL PEOPLE** _____

FACILITIES AVAILABLE

- ____ Hedgecock Lodge (6 rooms - 30 sleeping)
- ____ Hedgecock Lodge (Day Use Only)
- ____ Bethlehem Cottage (4 rooms - 24 sleeping)
- ____ Bethlehem Cottage (Day Use Only)
- ____ Cabins (6 cabins/9 sleeping each) #: _____
- ____ Picnic Shelter
- ____ Tent Camping (near bathhouse)

****BRING YOUR OWN LINENS/SLEEPING BAGS**

RECREATIONAL ACTIVITIES: Indicate below the day and time you would like to schedule an activity. (*Availability of some activities is dependent upon weather conditions and staff availability.*) **Requests for activities must be submitted 4 weeks in advance!**

PREMIUM ACTIVITIES (Additional fees required)

- ____ Lake Activities
- ____ Canoeing _____
- ____ Swimming _____
- ____ Wet Willy _____
- ____ Lake Zip Line _____
- ____ Stand-up Paddle Board _____
- ____ Challenge Course/Teambuilding _____
- ____ High Ropes Course _____
- ____ Climbing Wall/Zip Line _____
- ____ Climbing Wall only _____
- ____ Leap of Faith _____
- ____ Axe Throwing _____

ACTIVITIES INCLUDED W/ RESERVATION

- ____ Ballfield & Gaga Ball _____
- ____ Fire Pit; Need fire started? ____; _____
- ____ Hiking/Fire Tower _____
- ____ Fishing _____
- ____ Table/Board Games _____
- ____ Camp Store Shopping _____

MEALS: Please select the meals you would like us to prepare for you.

Breakfast	Mon _____	Tues _____	Wed _____	Thur _____	Fri _____	Sat _____	Sun _____
Lunch	Mon _____	Tues _____	Wed _____	Thur _____	Fri _____	Sat _____	Sun _____
Dinner	Mon _____	Tues _____	Wed _____	Thur _____	Fri _____	Sat _____	Sun _____

We plan to provide our own meals

Kitchen may select our menu

PLEASE NOTE: Overnight check-in time is 3:00 pm and checkout time is 11:00 am unless prior arrangements have been made. Early check-in or late checkout may incur a \$100 fee. To confirm your reservation on our calendar, please return this form with a 50% deposit to: Mount Shepherd Retreat Center, 1045 Mount Shepherd Road Ext., Asheboro, NC 27205; or you can email the form to: office@mtshepherd.org and mail a check. The **balance of the invoice is due upon arrival. Make checks payable to Mount Shepherd Retreat Center. Credit card payments are also accepted with a 2% service fee added.**

Cancellation and Force Majeure

In the event Mount Shepherd cancels the agreement for any reason, User shall be entitled to a full refund of any monies paid. In the event User cancels the agreement due to extreme weather events, epidemic, or direction of civil authority User shall be entitled to a full refund of all monies paid. Otherwise, user shall forfeit all sums paid. This represents the full extent of each party's obligations in the event of cancellation.

For other cancellations, a full refund will be granted for cancellations with more than a 90 day notice. For cancellations between 90 and 60 days, a 75% refund of the total invoice will be granted. For cancellations between 59 and 30 days, a 50% refund of the total invoice will be granted. For cancellations less than 30 days before the scheduled event, no refund will be granted.

In the event that a group size shrinks before the event, Mount Shepherd will follow the same cancellation policy for the canceled individuals.

I.e. A group is invoiced for \$2500 for 25 individuals staying 2 nights and eating 5 meals. Five weeks before the event, the group leader notifies Mount Shepherd to indicate that only 23 people will be staying. The two canceled individuals account for \$200 of the invoice, and thus only \$100 is refunded. The group is charged \$2400.

Balance Transfer

Mount Shepherd will not transfer the deposit from a canceled event to reserve an event on a different date.

Premises

Each party shall designate a contact person who shall be available on a 24/7 basis, with contact information exchanged. In the event of any issues concerning the condition of the premises, repairs or other issues of a material nature, the designated person shall be contacted and shall respond within a reasonable period of time.

Indemnification (aka Hold Harmless)

To the fullest extent permissible by law, each party agrees to save and hold harmless the other, including its employees, trustees, agents or officers from and against any claim, suit, cause of action settlement or judgment brought against it by any party arising out of the indemnifying party's breach of its duty of reasonable care or intentional act arising out of the subject matter of this agreement, including attorneys fees and other costs of suit provided, however, that the foregoing indemnity shall not apply to the extent such liability or expense arise from (i) any negligence or willful misconduct of Mount Shepherd and/or any party controlled by Mount Shepherd, including Mount Shepherd's officers, directors, employees, agents, consultants or contractors, or (ii) any pre-existing conditions in or about the Property.

_____ **I acknowledge that I have read and understand the cancellation policies for Mount Shepherd Retreat Center as they pertain to rental groups.**