



Chestnut Ridge Camp and Retreat Center

Event Reservation Form

Chestnut Ridge Camp and Retreat Center is also herein referred to as "Chestnut Ridge," "Camp Chestnut Ridge," and "CCR."

General Information for Group Leaders

Standards for Camp Use

1. Designate an adult leader to ensure compliance with camp regulations and to check in and out.
2. Use only the buildings and facilities specifically reserved for your group, leaving accommodations and grounds clean.
3. Please ensure adequate adult supervision for all youth. Chestnut Ridge recommends supervisors be 18 years or older with 1 adult for every 6 youth and with at least 2 adults present in each facility occupied by youth. 1:1 interactions when out of site of others should be prohibited. It is recommended that groups uphold appropriate screening policies for all volunteers or staff with responsibility for or access to minors.
4. Please understand and comply with camp regulations as well as local, state, and federal laws. Chestnut Ridge is a sacred place of Sabbath and renewal, and possession and use of controlled substances or weapons is not welcome.
5. Please honor God's creation by caring for others, using edifying language, and being good stewards of the native flora and fauna. Do not harm native plants and animals. Of particular concern in this part of the state are copperhead snakes and poison ivy. Please ask camp staff if you need assistance identifying either. Do not harm copperheads; notify staff.
6. Restrict fire building to authorized areas, ensuring that any fires are extinguished cold before leaving them unattended.
7. Swimming is allowed only in the pool or lake, under the supervision of camp-authorized lifeguards.
8. Camp-authorized lifeguards, as well as adult leaders, must supervise lake activities. Borrowed equipment must be returned to its rightful place. Use only camp-provided watercraft on Lake Fellowship.
9. Please observe quiet time from 10 PM to 7 AM.
10. Animals assisting a human partner with impairments are welcome, providing they are obedient and comply with local, state, and federal regulations. No other animals may be brought to camp unless they are being used in an educational program and approved by the camp leadership team.
11. Do not go into livestock pastures at the farm or equestrian center
12. Camp-authorized staff must supervise specialized recreational activities such as aquatics, challenge course, archery, and horseback riding. These areas are marked with appropriate signage.
13. Minimum suggested footwear at camp is sturdy, athletic shoes that provide support and protection for the foot.
14. Camp is not responsible for personal property and vehicles brought on site.
15. All medications (both prescription and over-the-counter) should be stored under lock except when in the controlled possession of the person responsible for administering them.
16. Personal sports equipment such as bats, hockey sticks, climbing gear, mountain bikes, and archery equipment should be stored and handled safely for the protection of all individuals. Chestnut Ridge is not responsible for any personal equipment brought onsite by guests.
17. Groups must follow all Federal, State, and Local laws and mandates, including those related to communicable diseases.

Emergency Preparedness

User groups are responsible for providing their own first aid and emergency care, including providing and storing first aid equipment and supplies. User groups are responsible for providing emergency transportation. Orange County EMS can be reached by calling 911. Your group is also advised to provide an adult certified in CPR/AED, First-aid, and Preventing Disease Transmission by a nationally recognized provider to be on-duty in case your group needs emergency care. Upon arrival, user groups will be instructed how to contact camp personnel in an emergency. User groups are requested to notify camp staff if professional medical care is sought for any member of their group while at Chestnut Ridge. Group leaders should have on hand the names and addresses of all group participants, emergency contact names and numbers, a listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodation on site. Minors without a parent on site should have a signed permission form to seek emergency treatment.

Alterations/ Damages/Extra Cleaning

All persons are expected to treat the camp property with respect. The group leader should report any pre-existing damages to camp staff as soon as possible. Any alterations or constructions on camp property such as tents or decoration and signage affixed to buildings must be approved by Chestnut Ridge staff and constructed using non-damaging tape. Damages inflicted by the group or the extra cost of cleaning and trash disposal will be charged to your group.

Alcohol and Tobacco Use and Fines

The use of alcohol is not permitted at Chestnut Ridge. Smoking is discouraged and restricted to outdoor areas away from children and non-smokers. Smoking refuse must be collected and disposed of in a trash container after all threat of fire is passed. A \$200 fine will be charged to the group if anyone in the group uses alcohol. A \$200 fine also applies for groups leaving evidence of tobacco use in or around the facilities after the group departs. In addition, law enforcement authorities may be notified if criminal behavior regarding these or any other controlled substance is suspected.

Limitation of Liability

To the fullest extent permitted by the law, the user group shall indemnify, defend, and hold harmless Camp Chestnut Ridge (also referred to as "CCR" and "Chestnut Ridge Camp and Retreat Center"), and its owners, officers, directors, employees and agents ("Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs, reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the negligent acts of the user group, the user group's members, the user group's participants, the user group's social guests, or for any entity for which the user group is legally responsible or vicariously liable.

The Group understands and acknowledges that the program(s) and activities in which it and its Participants will engage at the Camp Chestnut Ridge have and involve inherent risks of injury and possible death. These activities may be instructional, educational, or adventurous and may include but are not limited to: hiking, archery, camping, including cooking over stoves, open fires or by other means; ropes and/or challenge courses (traversing ropes suspended off the ground, potentially at great heights, zip lines, and other such activities); physical problem-solving activities; rock, tree, wall or tower climbing; rappelling; water activities including rafting, canoeing, kayaking, or swimming; vehicle travel, and rescue scenarios (real or simulated). The Group acknowledges that its use of CCR property and facilities and its participation in CCR activities involves inherent risks and other risks, hazards and dangers that can cause or lead to death, injury, illness, property damage, mental or emotional trauma, or disability. The Participating Group understands that CCR cannot ensure each Participant's safety and that CCR does not seek to eliminate all of the risks of its activities or on its property, whether inherent or described herein or not.

In light of the rapid development and spread of the novel virus COVID-19 and the resulting pandemic, the Group understands and agrees that naturally occurring disease processes (including, but not limited to, the currently widespread novel virus COVID-19) can and do occur in all environments in which CCR activities take place. I acknowledge that, although CCR has taken reasonable measures to reduce the risk of contact, transmittal, and exposure of COVID-19 between people (including between program participants, employees, and third parties), it is ultimately the sole responsibility of the Group and its Participants to ensure that its Participants take appropriate actions to safe-guard themselves. The Group understands and agrees that by using CCR for its retreat, it is accepting and assuming all risks that its Participants may be exposed and become ill as a result of COVID-19 and other communicable diseases and that it is an inherent risk of coming to and using CCR.

Release of liability: the group, individually and on behalf of its staff, employees, agents, volunteers and participants, does hereby release the Camp Chestnut Ridge, NC United Methodist Camp & Retreat Center Ministries, inc., and, if any, their respective officers, directors, members, managers, shareholders, administrators, agents, employees, vendors, partners, staff, and/or volunteers (collectively "released parties"), from any and all liability, claims, demands, losses, suits, or damages arising from, in whole or in part, group's participation at or use of the Camp Chestnut Ridge, including any and all claims alleged for negligence of the releasees, personal injury, illness, wrongful death, emotional distress and/or claims arising from rescue, emergency response operations, and/or any medical care provided to the group while attending or participating at the Camp Chestnut Ridge.

Proof of Insurance

Camp Chestnut Ridge requires that the user group obtain and maintain at all times during the term of this agreement a policy of general liability insurance from an insurance company licensed to do business in the State of North Carolina. Such insurance shall name Chestnut Ridge Inc. as an additional insured and shall be evidenced by a certificate of insurance and submitted to Chestnut Ridge. Proof of insurance must be provided to Chestnut Ridge at least 10 weeks prior to arrival or upon reservation if the event is less than 10 weeks away.

Required - Minimum Limits of Liability:

- \$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
- \$1,000,000 Personal and Advertising Injury Limit
- \$2,000,000 Products & Completed Operations Aggregate
- \$2,000,000 Bodily Injury and Property Damage Aggregate
- \$100,000 Damage to Rented/Leased Premises
- \$5,000 Medical Payments

Recommended - Excess or Umbrella Liability (to overlay Commercial Liability Coverages)

\$1,000,000 occurrence/aggregate

In the event the user group does not commonly maintain a general liability policy, an affordable, and short-term, Special Events Policy may be purchased through an agency/company licensed to provide the required coverage in the State of North Carolina.

Chestnut Ridge does not provide sickness/accident insurance.

Right to Refuse and Expel

The Group understands and agrees that CCR reserves and retains the right, at its sole discretion, to cancel, reject, and/or refuse the Group's use of CCR and/or the participation of any Participant and that CCR can exercise this right at any time, including expelling the Participant while attending and/or participating at CCR. The Group further understands and agrees that in the event CCR exercises this right, CCR may, at its sole discretion, retain or refund any and all deposits, fees, tuition, or other moneys paid for the Participant to attend CCR. Upon the exercise of this right, the Group shall be responsible for the removal and transportation of the expelled Participant. The Group further agrees that in the event that CCR believes that any Participant may have been exposed to COVID-19 or any other communicable disease, CCR, in its sole discretion, may require that the Group's Participants be separated and quarantined from the CCR community and property.

Compliance with standards for camp use and camp policies

Group leaders are responsible for sharing camp rules and policies with participants prior to arrival. Group must ensure that groups agree to abide by the reservation terms and conditions herein

I have read and understand the above information and I am an agent authorized to sign a financial and binding agreement for the user group _____ Print Name _____

FAQ for Retreats and Events at Chestnut Ridge Camp & Retreat Center

Q: Can our group cook for itself while we are at camp?

A: If your group chooses to lodge in cabins and lodges, you are our guest for all meals during your stay. Your group is welcome to bring snacks, but not meals. If your group chooses to lodge in rustic shelters, tent camping, or the bunkhouses, you are welcome to prepare your own meals at your campsite. Each site has a campfire ring and potable water.

Q: What times are meals served?

A: Breakfast is served at 8:00 a.m., lunch at 12:30 p.m. and dinner at 6:00 p.m.

Q: What times are check-in and check-out for overnight groups?

A: Check-in time is 4 pm and check-out is 2 pm. During the summer camp season, check-in time is 7:00 pm on Friday and check-out time is 10:00 am on Sunday. If needed, contact us to discuss alternate times.

Q: Can I bring my animal with me?

A: No, unless your animal is required for human assistance (see general information below).

Q: Where should I park my car? Can I park next to my cabin or lodge?

A: Parking is available at the main parking lot, adjacent to the Morris Center and Pavilion, as well as in our additional parking lot, located on the road leading out of camp. Camp staff are happy to help you locate these lots. Minimal parking is available near cabins/lodges. We request all guests to use our parking lots for long-term parking. As parking is limited, we request groups to plan car pools to limit the number of vehicles required during their event.

Q: Do you accommodate special diets?

A: We can accommodate requests for special diets with notification prior to your event

Organization _____ Event Name _____	Please briefly share your purpose for this event:
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Arrival Date _____	Arrival Time _____	First Meal _____	Expected Size of Group _____
Departure Date _____	Departure Time _____	Last Meal _____	

Check-in time can begin at 4 pm and check-out is by 2 pm. During the summer camp season, check-in time is at 7:00 pm on Friday and check-out time is at 10:00 am on Sunday. If needed, contact us to discuss alternate times.

Group Leader Name _____	Email _____
Address _____	Primary Phone _____ Alt. Phone: _____
City _____ State _____ Zip Code _____	Mobile Phone _____

Type of Group: Adults Teens/Young Adults Children (Select all that apply)

Do members of your group have specific needs that we should be aware of? Specific needs include vegetarian or gluten free diet or access/mobility restrictions: _____

Emergency Contact _____ Phone _____

First Time Groups:
How did you hear about Chestnut Ridge? _____
(If you were referred by a person or group, please provide their contact info so we can thank them)

Overnight Groups:
If you choose to stay in the Cabins/Lodges, you are our guest for all meals during your stay. Groups are assigned cabins and a meeting space large enough for every member in the group. We assign groups based on your guaranteed number of guests.

<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Rate per guest</td> <td style="width:10%;">#of guests</td> <td></td> </tr> <tr> <td><u>Cabins/Lodges:</u> First night \$39*, Additional \$33*/Night *includes breakfast</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td><u>Alternative Lodging:</u></td> <td></td> <td></td> </tr> <tr> <td>Bunk Houses \$12/Night</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Rustic Shelters \$5/Night</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Tent Camping \$3/Night</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td><u>Meals</u></td> <td></td> <td></td> </tr> <tr> <td>Breakfast \$10*/Meal</td> <td></td> <td></td> </tr> <tr> <td>Lunch \$10 /Meal</td> <td></td> <td></td> </tr> <tr> <td>Dinner \$11 /Meal</td> <td></td> <td></td> </tr> </table>	Rate per guest	#of guests		<u>Cabins/Lodges:</u> First night \$39*, Additional \$33*/Night *includes breakfast	<input type="checkbox"/>		<u>Alternative Lodging:</u>			Bunk Houses \$12/Night	<input type="checkbox"/>		Rustic Shelters \$5/Night	<input type="checkbox"/>		Tent Camping \$3/Night	<input type="checkbox"/>		<u>Meals</u>			Breakfast \$10*/Meal			Lunch \$10 /Meal			Dinner \$11 /Meal			<p>If you'd like to make a special request, such as requesting specific cabins, or having additional cabins in order to split up your group by age, gender, family, bottom bunk only, or some other grouping, please explain below. Special lodging requests may carry an additional cost:</p> <p><input type="checkbox"/> Our group would like linen service. \$13/person. Linen service includes: fitted sheet, flat sheet, thermal blanket, pillowcase, towel and washcloth. It DOES NOT include a pillow. If not using our linen service guests will need to bring bed linens for a twin-size bed or sleeping bag, pillow, towel, and bath items.</p> <p><input type="checkbox"/> Our Group is interested in learning more about having "exclusive use" of the campground during our stay. Exclusive use is typically only available to groups of 85 or more and carries an extra cost</p>
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Day Use Groups
Groups coming for the day only. Day use groups have an \$150 minimum

<p><u>Facilities:</u> *Indoor spaces are reserved for overnight groups on weekends*</p> <p><input type="checkbox"/> Morris Center - (175 people max) \$150 for 3 hours. Additional hours \$25/hr</p> <p><input type="checkbox"/> Falcon Lodge - (45 people max) \$75 for 3 hours. Additional hours \$15/hour</p> <p><input type="checkbox"/> Crane Lodge - (35 people max) \$75 for 3 hours. Additional hours \$15/hour</p> <p><input type="checkbox"/> Pavilion - \$60 for 3 hours. Additional hours \$10/hour</p> <p><input type="checkbox"/> "Main Camp" - \$30 for 3 hours. Additional hours \$5/hour</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;"><u>Meals:</u></td> <td style="width:30%;">Rate Per Guest</td> <td style="width:50%;"># of Guests</td> </tr> <tr> <td>Breakfast</td> <td style="text-align: center;">\$10</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$10</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">\$11</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<u>Meals:</u>	Rate Per Guest	# of Guests	Breakfast	\$10	<input type="checkbox"/>	Lunch	\$10	<input type="checkbox"/>	Dinner	\$11	<input type="checkbox"/>
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Program Options:

Please contact us to discuss a customized program plan. Facilitated programs are dependent on staff and space availability. Facilitated programs are not available on Sundays until after 12 PM.

It is a pleasure to welcome you in Christian love. Whether you plan to stay overnight or just for a day, please consider either an opening or closing devotion provided by our staff at no additional expense. Additional programs and services are available, including the facilitated programs listed below. The following self-directed activities are available to your group during your stay at no additional charge: **Access to sports equipment for volleyball, basketball, football, soccer, foursquare, frisbee, horseshoes, gaga ball, 9 square in the air, human foosball and campfires:**

Facilitated Program Options:

	<u>Rate per guest</u> per hour	<u>Max. guests</u> per hour	<u>Minimum time</u> for Activity	<u># of guests</u>	<u>Day</u>	<u>Start</u> <u>Time</u>	<u>End</u> <u>Time</u>
Archery	\$3 (\$30 minimum)	20	1 hr	_____	_____	_____	_____
Canoeing/kayaking	\$3 (\$30 min.)	35	1 hr	_____	_____	_____	_____
Hayride (& Optional Farm Tour)	\$5 (\$50 min.)	25	1 hr	_____	_____	_____	_____
Lake Toys (summer only)	\$6 (\$60 min.)	40	1 hr	_____	_____	_____	_____
Slingshots	\$3 (\$30 min.)	20	1 hr	_____	_____	_____	_____
Swimming (summer only)	\$3 (\$30 min.)	50	1 hr	_____	_____	_____	_____
Arborist-Style Tree Climbing	\$10 (\$50 min.)	7	1 hr	_____	_____	_____	_____
Mobile Teambuilding Games	\$5 (\$50 min.)	100	1 hr	_____	_____	_____	_____
Fixed Teambuilding Games	\$7 (\$70 min.)	60	2 hr	_____	_____	_____	_____

Special Facilitated Program Options

	<u>Rate per guest</u>	<u>Max. group size</u>	<u>Time</u>	<u># of guests</u>	<u>Day</u>	<u>Start</u> <u>Time</u>	<u>End</u> <u>Time</u>
High Challenge Course o Dynamic o Static (pick one)	\$18 (\$180 min.)	20 (Dynamic) 20 (Static)	~2 hrs	_____	_____	_____	_____
Zipline	\$7 (\$105 min.)	Allow 5-10min per person		_____	_____	_____	_____
Gravity Swing	\$5 (\$60 min.)	Allow 5-10min per person		_____	_____	_____	_____
Horseback Riding	*Contact us for up to date horseback riding pricing and availability						

Our group would like to volunteer at the community farm. (April – October only, minimum 15 people)

Saturday, 10 am – 12 pm Saturday, 2 pm – 4 pm Saturday, 4 pm – 6 pm

Our group would like a campfire circle Day: _____ Start Time: _____ End Time: _____

Include S'mores (\$3 Per Guest, FREE S'mores for Cabins/Lodges)

Not sure what you would like to do? Explain your retreat goals here and we can help you decide:

Financial Obligations

Please read this section carefully. It is our prayer that these financial policies will enable good stewardship of both the camp's and the guests' resources. These policies will also enable the camp to maintain low rates, thus benefitting all guests. To allow the camp to meet the needs of as many groups as possible, Chestnut Ridge requires deposits for each event, and two important checkpoints have been established. Please initial after each section to confirm you have read and understand the information below. If you have any questions, please feel free to contact the camp.

1. Ten weeks prior to the event date, your guaranteed minimum number and 10 week deposit must be provided to the camp (overnight groups only). The **guaranteed minimum number** is the number of lodging spaces your group is committing to pay for, even if you cancel or bring fewer people. The lodging deposit equals 30% of the lodging cost for your guaranteed minimum number of participants. For groups making reservations less than ten weeks in advance, you are required to provide a guaranteed minimum number and pay the 10-week deposit at the time you make your reservation. When considering your guaranteed minimum, we recommend choosing a conservative number, recognizing that you can add additional bed spaces after this checkpoint if they are available. We cannot guarantee additional available space. This means that you may have to turn away last minute registrants. Communicate early and often with potential retreat attendants so that you can provide the camp with as accurate a guaranteed minimum as possible. In addition, we recommend that you "pad" your retreat price to cover for no-shows and that if you do not need these extra dollars to pay for the retreat, that you use them as seed money for the next event or as scholarship monies for those who could not otherwise attend.

Initial:

2. Two weeks prior to the event date, a guaranteed meal and program count must be provided to the camp. This is the number of meals and program participants that your group is committing to pay for, even if you cancel or bring fewer people than you guaranteed. You are responsible for this amount at the two week point; the cost is payable upon arrival.

Initial:

For overnight groups reserving more than 10 weeks in advance: Your completed reservation requires a deposit of \$250 per night at the time it is submitted. 10 weeks prior to the scheduled event, please follow steps 1 and 2 outlined above.

For overnight groups reserving less than 10 weeks in advance: Your completed reservation requires a deposit of \$250 per night + 30% of your estimated lodging costs at the time it is submitted. In addition, you must provide a guaranteed minimum number of overnight guests. Two weeks prior to the event, please follow step 2 outlined above.

Day groups, Rustic Sites, Bunkhouses, or Tent Camping: A deposit of \$50 per day is due with this reservation form. Balance is due on arrival. Guaranteed minimums apply for program and meals and must be provided two weeks prior to the event.

Refund and cancellation policy: The deposit of \$250 per night for overnight groups and the deposit of \$50 per day for day groups are non-refundable and non-transferable. Ten weeks prior to the event, you are responsible for 100% of the lodging costs based on your guaranteed minimum. Within 10 weeks of the event, lodging costs are non-refundable and non-transferable. (Within 10 weeks, it is unlikely that the camp can rebook the space to another group.) Costs for guaranteed minimums for meals and programs are incurred at two weeks before the event.

Initial:

Calculating Deposit and Initial Payment

Initial deposit: (\$50 per day-use groups, \$250 per night for overnight groups)

+

Ten Week Deposit: 30% of Lodging cost Costs (*if requesting an overnight stay within 10 weeks of today*) Calculate as: Number of guaranteed guests x Lodging Costs x .30

+

Optional: Donation to The Chestnut Ridge General Fund CCR Camper Scholarships

=

Total due at this time

Check is enclosed or being mailed, payable to "Chestnut Ridge Camp and Retreat Center"

Our Group Will follow up with Credit Card Information

As the group organizer, I have read, understand, and agree to the standards for camp use and policies stated in this document including the FAQ, the General Information sections, and the Financial Obligations page. I agree to share them with my group and support their enforcement. I am an agent authorized to sign a financial and binding agreement for the user group

Signed by _____ Print Name _____