



RENTAL AGREEMENT

Please fill out this form completely and forward it to our office by email: officetimberlake@gmail.com
Or mail to: Timberlake PO BOX 466, Millport, AL 35576

To reserve rental dates for Timberlake during the months of January - May, or August - December, we will need a completed rental agreement and non-refundable deposit in the amount of 10% of estimated total based on headcount, overnight rates which are \$55 per person/per 24 hour period), and adventure course fees (each element is \$10, or if choosing all 4- the total is \$35). (See below for June and July rental info). A **non-refundable** payment of 30% of your balance is due 60 days prior to your arrival. A 30% balance payment is due 30 days prior to your arrival. The remaining 30% balance is due (and must be received in the office) ONE WEEK PRIOR to your arrival date. Any date changes and/or reservations including your headcount and activities, must be finalized 2 weeks prior to your arrival date. A 65% total of the balance due will be charged for any cancellations made after the 2 week deadline.

Rental dates are confirmed via email from our office once completed **forms and deposit** have been submitted. **Rental Agreements and deposit MUST BE SUBMITTED no later than 3 weeks prior to requested rental date.**

To reserve rental dates for Timberlake in **JUNE OR JULY**, we will need a completed rental agreement and **nonrefundable** deposit of 25% of your estimated balance. A **nonrefundable** payment of 25% of your balance is due in March 15th and 25% on April 15th as well as any date changes and/or cancellations. The remaining 25% balance of the agreement is due **ONE MONTH** prior to your arrival date. Reservations, including your headcount and activities, must be finalized ONE MONTH prior to your arrival date. A 65% total of the balance due will be charged for any cancellations made after the 30 day deadline. Rental dates are confirmed via email from our office once your completed forms and deposit are received and accepted.

Out of respect of all Timberlake Staff and guests, a camp-wide curfew shall be observed between the hours of 11:30pm - 5:30am.

By signing my full name in the space below, I acknowledge that I fully understand the deposit, payment, and rental terms outlined in the information above. _____

GROUP INFORMATION:

Organization/Church Name _____

Mailing Address _____

Contact Person _____

Office Phone _____ Cell Phone _____

Email Address _____

Age Groups of Guests:

Family _____ Adults _____ College _____
Teens _____ Children _____

Estimated Number of Guest _____

Please note that our current SLEEPING capacity is 208 people. For overnight use, if using the retreat center, you are limited to 40 beds for males, and 40 beds for females. If your rental includes cabin use and you book 80 spots, you will only have use of 8 cabins. It is your responsibility to maintain proper ratios. Day use can accommodate larger numbers of attendees. When submitting initial agreement, reservation will be based upon the number of beds/slots secured. If group number changes at any point prior to your rental, please contact the office to confirm that additional space is available, as we often book multiple groups during the same time frame. MINIMUM number of guests to reserve a spot overnight is 25ppl. *You will be required to pay for 25 people even if your group is smaller - OR - If your group is smaller than 25 and your dates are flexible, you can move to a date when another group is already booked. Please call us to check on available weekends when other groups will be at Timberlake and we can accommodate your group as well.*

Will there be any special needs guest: Yes _____ No _____ If yes, how many? _____

DAY USE:

Day Use Date(s) Requested _____

Arrival Time: _____ Departure Time: _____

OVERNIGHT USE:

Overnight Dates Requested

Arrival Date _____ Arrival Time _____

Departure Date _____ Departure Time _____

Total Number of Nights _____



RENTAL POLICIES

INDEMNITY CLAUSE

We, undersigned, hereby agree that Timberlake and its officers, directors, representatives, employees and successors shall not be responsible for any injury to the property or person of any individual, adult or child, in our group during the rental dates described on the contract. We agree to hold Timberlake and its officers, directors, representatives, employees and successors harmless and indemnified from any claim or loss arising out of injury to person or property during our stay at Timberlake.

DAMAGES

We, undersigned agree to keep the property of Timberlake in either equal or better condition that they were at the commencement of this lease agreement and return the same in such condition to Timberlake upon our departure.

SMOKING/ALCOHOL

We, the undersigned, understand and agree to abide by Timberlake's Smoke-Free / Alcohol-Free policy. Smoking/Alcohol is not permitted in our campground.

PETS

We, the undersigned, understand pets are not permitted on the campgrounds.

FIRST AID SUPPLIES

We, the undersigned, agree to provide our own first-aid equipment and care for any injuries incurred by any individual, adult or child, described above. We understand that Timberlake will not provide any first-aid equipment and/or care. We understand the closest hospital is Baptist Memorial Hospital Golden Triangle in Columbus, MS, approximately 21 miles away.

CONDUCT

We, the undersigned, agree to honor our Lord Jesus Christ in our conduct while at Timberlake and give our best efforts in leaving the camp facilities in better condition than when we arrived. We agree the main purpose of our rental is to glorify God through a Christ-centered ministry. We agree that Timberlake reserves the right to ask us to leave without refund if we are being disruptive or destructive.

PROHIBITED

No swimming in the lake. No ATV/UTV use except by Timberlake staff only. Vehicles are only allowed on the roads. Driving around the lake on the levy prohibited unless prior authorization is granted by Timberlake staff. Alcohol, illegal drugs, fireworks and firearms are not permitted. Campfires are prohibited unless prior authorization is granted by Timberlake staff.

LAKE AND SWIMMING

All lake and swimming activities are at your own risk. Life jackets must be worn at all times while in canoes and kayaks – NO EXCEPTIONS! **No swimming in the lake.**



QUALIFIED SUPERVISION

All activities, regardless of whether in or out of water, must be supervised at all times by a mature and conscientious adult over the age of 21 years old. They must understand and knowingly accept their responsibilities for the well-being and safety of those under their supervision and care. They must also be experienced in the water and confident of their abilities to respond in the event of an emergency.

In consideration of being allowed the use of our lake and surrounding area, in and out of the water, the undersigned authorized group leader, acknowledge, appreciate and agree that:

- There is a risk of injury from activities and attendance while on the campgrounds and lake.
- You knowingly and freely assume all such risks, both known and unknown, including any of which may be due to the negligence of Timberlake, its staff, or any others, and you assume full responsibility for participation and attendance.
- You willingly agree and will comply with the terms and conditions for participation and attendance while on Timberlake property.

CONSENT AND RELEASE FROM LIABILITY

I hereby authorize Timberlake to photograph, film, video/audio record, and/or televise our group images and likeness. Any photograph, film, or video or audio recording produced of the participants may be used by Timberlake for promotional marketing, advertising or publicity purposes and may be published in mass media publications or outlets by Timberlake Ministries on any of our social media, advertising or marketing mediums. This release is effective until revoked either verbally or in writing by the undersigned or parent or guardian of the participant. Such revocation shall only be effective from the time of notice into the future, and cannot be enforced for any prior usage.

I hereby release, waive and forever discharge Timberlake Ministries, along with any and all other supporting groups of Timberlake Ministries together with all their officers, agents, staff and employees from any and all liability, illness, loss or damage, including death, related to participation in any activity on the property of Timberlake Ministries.

I understand and agree to comply faithfully with the terms and policies of this contract and have read the release of liability and assumption of risk agreement.

Authorized Signature _____

Printed Name _____

Date _____



Activities

Please put a check by the activities and facilities you are interest in during your stay. We will do our best to accommodate your group based on your size and the availability.

Sleeping facilities:

Timberlake staff will assign sleeping facilities for your group in either the Retreat Center or Cabins and will be based on the size of your group and availability during your rental period. **Timberlake requires a minimum of 1 ADULT per every 9 Students (under the age of 18).**

Additional Sleeping Facilities

_____ 2 Speaker's Cabins that sleep 2-4 each (bed and bath linens provided) \$40 per cabin (per night) charge in addition to per person charge.

_____ I need only 1 speaker's cabin

Meeting Rooms:

Each overnight rental includes the use of ONE meeting space,

_____ Yes, we need meeting space for our group.

_____ No, we do not need meeting space for our group.

If the "dining hall" is assigned to your group as the meeting space, please allow a 30 minute window of time prior to and immediately after meals to allow for set up and cleanup of meals.

Playground Area: (includes Basketball court, volleyball court, pavilion with picnic tables, open field, and playground).

_____ Yes, I need Playground area use.

_____ No, I do not need playground area use.

Lake:

_____ Fishing, bring your own gear.

_____ Canoes, paddles and lifejackets are provided.

There is a \$20 fee per hole/damage per canoe.

Swimming Pool: (Pool season runs from Memorial Day to Labor Day)

_____ Yes _____ No

Must provide your own life guard or pay for one to be provided for you

_____ Will provide our own and submit proof of current certification.

_____ We need Timberlake to provide a lifeguard (\$10/hr).

Dining Hall: for larger groups wanting to have space for music concert or those who will not fit in a meeting room

Yes No

If the dining hall is not your assigned meeting space and is needed in addition to assigned meeting space, there will be a charge for using this space (if available).

Ropes Course

the charge for these activities will apply to everyone in your group. In the event of inclement weather, alternate activities will be offered to your group.

High ropes course: 8 elements 40ft in the air or Medium ropes course: 8 elements 20ft in the air.

Plan on 1 hour per 10 participants

Zip line: 400ft line off 40ft tower

Rock Climbing Wall: 40ft tower

Vomit Comet: 65 ft. Alpine Swing

Our group does not want any adventure activities.

Adventure activities must be determined no less than 3 weeks prior to your arrival. Each activity is \$10pp, or all 4 activities for a total of \$35pp.

Gymnasium Yes No

Please note many games are quarter operated. Adult supervision is required for use by persons under the age of 21. Gym/Arcade use will be scheduled between Timberlake Staff and Rental Party prior to arrival date, and between the hours of 8:30am - 10:30pm. *If additional times are needed, the schedule must be approved by Timberlake Staff.

Timberlake Meals (please read thoroughly and type your full name in acknowledgement).

By signing your name above, you understand meal times are: Breakfast 8:00-8:30am, Lunch 12:00pm- 12:30pm, and Dinner 6:00pm - 6:30pm. * You are welcome to sit at your tables longer, however, the times listed are SERVING times.

Timberlake Staff will determine menu and offer best meal quality based on size and age of your group. If your group has any special dietary needs, food allergies, or otherwise, please list in the box below. (Timberlake Staff will follow up with group leader to discuss the specific needs of your group).

Our group has the following dietary needs, food allergies, special requests, etc.:

Payment Info:

Deposit must be 10% of group total for Jan.-May and Aug-Dec. or 25% of estimated headcount for June and July rentals. For overnight rentals, I understand that I am paying a rate of \$55 per person (not including any additional cost for Adventure activities, dairy bar, or arcade).

Yes, I understand. No, I do not understand.

I understand that my reservation will not be completed until I have submitted my completed rental agreement AND paid my required deposit.

Yes, I understand. No, I do not understand.

For Timberlake Office Use Only:

This section is for use by Timberlake Office Staff Only.

Other groups on campus: _____

Deposit and completed agreement received: _____

Rate/PP: \$ _____

Primary Rental Group: _____

Emailed Confirmation: _____

Schedule Received: _____

Headcount Due: _____ Final Headcount: _____

2nd Payment Due: _____ 2nd Payment Received: _____

3rd Payment Due: _____ 3rd Payment Received: _____

Final Payment Due: _____ Final Payment Received: _____

Thank you for filling out the Rental Agreement form. Upon receipt of all requested info, we will be in touch with you via email to confirm your reservation. Our office number is 205-662-8798, and our email address is: OfficeTimberlake@gmail.com. Phone calls and emails are returned in the order received, during regular business hours, Monday - Friday, 8:00am - 4:00pm. TimberlakeMinistries.org

