



Overnight Group Rental Agreement

This is the Rental Agreement and Payment Form for groups that are wanting to have an overnight retreat. Base price is \$55 per person, per night, without any add ons. This price includes one meeting space, lodging, the playground, the lake, the pavilion, the gym, and the arcade. While your group is here, Timberlake will provide up to three free meals per night based on the time your group arrives and the time your group departs. If you would like to know if another group is interested or has already booked the same dates that you are wanting to come and check the availability of our facilities, feel free to email or call us. Our office number is 205-662-8798 and our email address is officetimberlake@gmail.com.

Contact Information

Organization/Church Name: _____

Contact Person: _____

Mailing Address: _____

Office Phone: _____

Cell Phone: _____

Email Address: _____

Group Information

Estimated Number of Guest: _____

Group Minimum is (25). Please note that our current SLEEPING capacity is 264 people. For overnight use, if using the retreat center, you are limited to 40 beds for males, and 40 beds for females. Cabins hold 10 people each (same gender) and Speaker's Cabins will hold up to 4 people each. 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.*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.

Age Group of Guests (family, children etc.): _____

Will there be any special needs guests? _____

If so, how many? _____

Arrival Date: _____

Arrival Time: _____

Departure Date: _____

Departure Time: _____

Total Number of Nights: _____



Rental Policies

Please read our Rental Policies thoroughly

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 than they were at the commencement of this lease agreement and return the same in such condition to Timberlake upon our departure. Timberlake Staff performs a walk-through of all properties and rental areas prior to and immediately after each group's rental. Damage fees for any damages found will be the responsibility of rental group, and you will be notified of damages and fees within 48 hours. This applies to the arcade/game room as well.

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 (other than service animals) are not permitted on the campgrounds. If bringing a service animal, the animal must be properly credentialed, and the staff must be notified and credentials submitted prior to the group rental period.

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.

ROPES COURSE

Ropes Course rental and all associated rates apply to ENTIRE GROUP, regardless of number of actual participants. Price is a per person price.

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 Signed: _____



Sleeping Accommodations

Timberlake staff will assign sleeping facilities for your group in the Retreat Center, Tree House, 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).

If your group desires additional cabins to spread out, other options may be available for an additional cost. Please contact Timberlake Staff to discuss availability and pricing.

Additional Sleeping Facilities

We have two speaker cabins and four hotel rooms that you are able to rent, if available, if you would like separate sleeping accommodations for your group's speaker, band members, leaders, families, or special guests. Both the Speaker Cabins and Hotel Rooms have two queen sized beds with linens and bedding provided. Each cabin/room is \$50 dollars per night, in addition to the per person cost. Please select what you would like for your group.

- One Speaker Cabin - \$50(per night)
- Both Speaker Cabins - \$100(per night)
- One Hotel Room - \$50(per night)
- Two Hotel Rooms - \$100(per night)
- Three Hotel Rooms - \$150(per night)
- All Four Hotel Rooms - \$200(per night)
- I do not want Hotel Rooms or Speaker Cabins

Meeting Spaces

One meeting space is included with your rental. If you would like additional meeting spaces, please select which meeting space you would like to rent (if available)

- Craft Barn - \$200(per day)
- Cedar Hill - \$350(per day)
- Office Conference Room - \$300(per day)
- Retreat Center Meeting Room - \$250(per day)
- Dining Hall - \$400(per day)
- I do not want an additional meeting space

How many days do you want the extra meeting space(s), if any?

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.

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

- Yes - I need the Playground Area.
- No - I do not need the Playground Area.



Lake

- Fishing (Bring your own gear)
- Canoes (paddles and life jackets are provided)
- No, I do not want the use of canoes/kayaks.

There is a \$100 damage fee per incident per canoe.

Swimming Pool (Pool Season runs from Memorial Day to Labor Day) (please contact our office for lifeguard fee)

- We will provide our own lifeguard and provide proof of current certification.
- We need Timberlake to provide a lifeguard (for a fee). For how many hours? _____
- We won't use the pool

Gymnasium and Game Room

- Yes, we'd like to use the Gym and Game room
- No, we don't want to use the Gym and Game room

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.

Adventure Course

Rates are a per person price and applies to the entire group. Please keep in mind that weather does affect our ability to do the Adventure Activities. If you would like to do an activity, please select how many and which element. Adventure activities must be determined no less than 4 weeks prior to your arrival.

How many elements? (price per person)

- 1 element - \$10.00 4 elements - \$35.00
- 2 elements - \$20.00 Our group does not want to do any Adventure Course activities
- 3 elements - \$30.00

Which elements?

- High Ropes Course - 40 ft "or" Low Ropes Course - 20 ft. Please allow 1 hour per 10 guests.
- Zip Line - 400 ft. zip off of a 40 ft. tower
- Rock Climbing Wall - 40 ft
- Vomit Comet - 55-foot Alpine Swing



What day do you prefer to do your elements while staying at Timberlake? _____

What time do you prefer your group to do the elements you picked?

_____ 9:00-11:00am

_____ 3:00-5:00pm

_____ 10:00-12:00pm

_____ 7:00-9:00pm *This is the toughest time to find workers. *

_____ 1:00-3:00pm

Weather permitting and if we can line up our staff that comes from neighboring towns.

Additional Activities (CHOOSE ONE) - \$10 per person

_____ Team Building

_____ Build-A-Boat

_____ Build-A-Bridge

_____ None

Additional Activities (CHOOSE ONE) \$75 per hour

_____ Trikes Course - \$75.00

_____ Large Group Games - \$75.00

_____ None

How many hours do you want to rent the trikes or for us to provide group games?

Would you for us to open Timber Treats for an amount of time while your group is here?

_____ Yes

_____ No

We sell items like ice-cream, candy, drinks, milkshakes, t-shirts, and hats that range from .50 cents to 30 dollars.

Do you have an idea of what your schedule will look like? (you can send it in with this rental agreement if that is easier)

Check-in, Check-out, Worship times, and free times. Your final schedule is due one week before arrival if you are sharing the campus during your rental.



Audio/Video Equipment Use

_____ No, I do not need use of any Audio/Video equipment.

_____ Yes, I do need use of Audio and/or Video Equipment for a fee.

_____ I will bring my own Audio and/or Video equipment.

Timberlake offers use of screens, projection (video) and audio equipment for a minimal fee, or you may bring your own equipment for use during your rental. Please discuss your A/V needs and fee with staff upon completion of rental agreement.

Meals

While your group is here, Timberlake will provide up to three free meals per night based on the time your group arrives and the time your group departs. 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 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.

When would you like your first meal?

Dinner at 6pm? Breakfast 8am? Lunch 12pm? I would like to push my meals to the next day?

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

Timberlake staff will follow up with group leader to discuss the specifics of your group’s needs.

Payment Plan

To reserve rental dates for Timberlake during the months of January - May, or August - December, we will need a completed rental agreement and a non-refundable deposit in the amount of 10% of the 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 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 4 weeks prior to your arrival date. You will not be refunded for a drop in your headcount if you notify Timberlake



Staff after the 4-week deadline. You are able to add to your headcount after the 4-week deadline, if space is available, but you will not be refunded if your headcount drops.

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 4 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 balance of the agreement, is due **ONE MONTH** prior to your arrival date. 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.

For overnight rentals, I understand that I am paying a rate of \$55 per person (not including any additional cost for Adventure activities, additional activities, additional meeting rooms, additional sleeping facilities, 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.

Is this your first time to rent with us at Timberlake?

Yes No

If you are a returning renter, how many times have you been to Timberlake before? _____

For first time renters, we want to know how you found out about us.

Friend/Family

Social Media

Internet/Google Search

Timberlake Staff

Other: _____



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

Payment

With this entire form, you must include a check that at least covers the deposit amount, which is 10% or 25% (depending on when you are coming) X (\$55 x Estimated Number of Guests). A member of Timberlake Staff will contact you and send you an invoice stating your total rental cost after we have received this form and the check covering the deposit.

Please be sure to send this entire form to:

Timberlake
596 Leonard Road
Millport, AL, 35576

If you have any questions, feel free to call us at 205-662-8798, or email us at officetimberlake@gmail.com

