



Day Use Rental Form

This is the rental form for those who want to bring their group to Timberlake for the day. Pricing is not listed on this sheet, but once you fill it out and send it to our office, a member of the Timberlake Team will contact you and send you an invoice. If you have any questions or want to see which facilities are available on a certain day, feel free to call us 205-662-8798.

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). 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.

Age Group of Guests: _____

Will there be any special needs guests? _____

If so, how many? _____

What day are you looking at for your group to come?

Arrival Time: _____

Departure Time: _____



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: _____



Meeting Spaces

Please select which meeting space(s) you would like to rent for your group. To know the size of our meeting spaces and how many people each can hold, please call the Timberlake office at 205-662-8798.

_____ Craft Barn

_____ Retreat Center Meeting Room

_____ Cedar Hill

_____ Office Conference Room

_____ Dining Hall

_____ Our group doesn't need a meeting space

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 Playground Area use.

_____ No - I do not need Playground Area use.

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.

Gym, Game Room, and Pool

_____ No - I do not want to rent the Gym, Game Room, and Pool

_____ Yes - I would like to rent the Gym, Game Room, and Pool

Do you need us to provide a lifeguard? (Pool Season runs from Memorial Day to Labor Day) (please contact our office for lifeguard fee)

_____ No, we will not be using the pool.

_____ No, we will provide our own lifeguard and provide proof of current certification.

_____ Yes, we need Timberlake to provide a lifeguard (for a fee).

For how many hours? _____



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. Adventure activities must be determined no less than 4 weeks prior to your arrival.

How many elements? (price per person)

- _____ 1 element _____ 4 elements
- _____ 2 elements _____ Our group does not want to do any Adventure Course activities
- _____ 3 elements

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 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
- _____ 1:00-3:00pm _____ Other: _____

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

Additional Activities (CHOOSE ONE) Cost is per person

- _____ Team Building _____ Build-A-Boat
- _____ Build-A-Bridge _____ None

Additional Activities (CHOOSE ONE) Cost is per hour

- _____ Trikes Course _____ Large Group Games _____ None

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

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

We sell items like ice-cream, candy, drinks, milkshakes, t-shirts, and hats that range from .50 cents to 30 dollars. You will be able to use Timberlake gift cards here.



Do you have an idea of what your schedule will look like? (If it is easier, you can send it in with this form)

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

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.

How many meals would you like? _____

When would you like your meal(s)? Dinner at 6pm? Breakfast 8am? Lunch 12pm?

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 non-refundable deposit (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.

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.

After we have received this form, a member of Timberlake staff will contact you and send an invoice with your total rental cost. Then you will be able to send your deposit amount.

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



Any comments or questions?

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

Please be sure to send this entire form to:

Timberlake
596 Leonard Road
Millport, AL, 35576

Once we have received this form, a member of Timberlake staff will contact you and send you an invoice. If you have any questions, feel free to call us at 205-662-8798 or email us at officetimberlake@gmail.com.

