



Transform. Grow. Renew.

January 30, 2017

ROOTED  
Aaron Talbott  
PO Box 8  
Thomson, GA 30824

Dear Aaron:

Thank you for your tentative reservation with Glisson Camp & Retreat Center, LLC. I look forward to working with you in the planning stages of your retreat.

Enclosed is your retreat agreement. Please read it carefully. This agreement must be signed and returned along with the required deposit amount within 10 days of the date of this letter to confirm your reservation. If the required information is not received your reservation will be cancelled. You will note that the camp requires your signature along with the treasurer of the church/organization. Be sure to make a photocopy of this agreement for your records. Final payment for your retreat will be due on or before arrival. An invoice will be e-mailed or mailed to you.

If you have any questions concerning your retreat reservation, don't hesitate to give me a call at 706-864-6181 or email me at [shirley.chastain@glisson.org](mailto:shirley.chastain@glisson.org)

In His Service,

  
Shirley Chastain

**Please return within 10 days:**

- **Copy of signed contract**
- **Deposit**
- **Copy of liability insurance**

**GLISSON Camp & Retreat Center,LLC**  
**GUEST GROUP CONTRACT**  
*\*please initial*

On this day, 01/30/2017, Glisson Camp & Retreat Center, LLC has made a tentative reservation for ROOTED, PO Box 8, Thomson, GA 30824.

A reservation for 300 has been made for the All Camp. The group plans to arrive on Friday, October 06, 2017 at 6:00 pm and depart on Sunday, October 08, 2017 at 11:00 am.

The group has requested the following: Two nights lodging and Sat B'fast thru Sun B'fast. A \$100.00 per day kitchen fee applies to groups staying in Ivie Lodge preparing their own meals. Groups staying in Village cabins and Sparrowwood Lodge must have meals in dining hall. *Note: Glisson can only provide meals for a minimum of 50 people.* (This can be your group combined with others. You will be notified prior to your arrival if meals are not available so other arrangements can be made.)

The cost per person for the above reservation is \$111.70 plus 7% sales tax. (Those groups exempt from paying Ga. state sales tax should forward a copy of their exemption letter to the Guest Relations Coordinator). Non-overnight participants-\$15 per day per person plus meals.

\_\_\_\*To confirm your reservation a deposit of \$9,000.00 must arrive in the office no later than 10 days from the date of this agreement. If it is not received your reserved date will be forfeited. *Note If the above deposit is for the village cabins the amount shown is \$30.00 per participant. The amount for those who attend will be deducted from your final bill. The deposit for those who do not attend will be forfeited.*

\_\_\_\*If your group needs to cancel the above reservation, you must contact the Guest Relations Coordinator in writing at least 90 days prior to the arrival date to receive a full refund of the deposit amount, 60-90 days prior to receive one-half the deposit amount. Cancellations made less than 60 days prior to the retreat will forfeit the deposit amount.

If for any reason Glisson cancels your reservation or there is inclement weather you will receive a full refund.

\_\_\_\*Payment: Guest groups are invoiced the week prior to their stay and all invoices are due upon arrival. Glisson only accepts checks at this time. Failure to bring payment on arrival will result in a late fee of 1.5 %

\_\_\_\*Check in after 4:00 p.m. There will be a \$10.00 per person early check in fee if arriving before 4:00 PM. The Guest Group Leader (youth leader or group coordinator) must check in at the office upon arrival. Group Leaders should arrive either before the group arrives or with the group.

\_\_\_\*If the Guest Group Leader cannot arrive prior to or with the group, please specify the person who will arrive and have full responsibility for the participants prior to arrival of the Guest Group Leader: \_\_\_\_\_ Check out time is 11:00 AM

\*Camp Host will only check in the group leader. It is the responsibility of the group leader to check in their group if arriving at different times. The gate code will be given to you prior to arriving to give out to your group.

Minimum capacity requirements for the facilities are as follows: Ivie Lodge 32, Sparrowwood 26 Village Cabins 10

No linen provided in Village Cabins, Ivie Lodge or Sparrowwood Lodge

\_\_\_\*Insurance: Guest groups should provide the camp proof of their sponsoring agencies liability insurance.

\_\_\_\*Supervision - Guest groups are responsible for the supervision of participants who are minors at all times when on site and for managing participants behavior except when actively participating in facilitated activities. Glisson advises groups to use only those chaperons who have been through the United Methodist "Safe Sanctuaries" training or some other child protection training. Visit the North Georgia Conference web-site for information on Safe Sanctuaries: [www.ngumc.org/youth/](http://www.ngumc.org/youth/). Glisson advises groups to use only chaperons with a clear check of the National Sex Offender Public Web site ([www.nsopw.gov](http://www.nsopw.gov)). It is Glisson's recommendation that at least two adult chaperons be in each cabin or room with minor participants.

\_\_\_\*Use of Premises: Glisson is a smoke-free site. Alcohol and drugs, fireworks, firearms and ammunition, weapons of any kind, and explosives are banned. Pets are expressly prohibited. Participants may not use gasoline, other flammables, poisonous substances, hand or power tools on site unless under the supervision of a staff person. Scooters, rollerblades or skates, skateboards, heeleys, unicycles, bicycles, golf carts and other off-road vehicles are prohibited. Personal sports equipment must be in the possession of the owner or stored under lock. Glisson cannot be responsible for damage to or loss of personal property.

Transportation: Guest Groups are advised to check driving records of persons involved in youth transportation. No person is to be transported on the grounds of Camp Glisson by an unlicensed driver, nor are persons to be transported in an open vehicle (pickup truck, etc.) without seat belts being in use. No Off-Road Vehicles permitted (golf carts, etc).

Emergency care and transportation: Guest groups should know they are responsible for providing first aid care, emergency transportation and communication with emergency care provider. 911 is available for transport in emergencies. It is suggested that each group have at least one person who is certified in first aid and CPR and that a vehicle is designated by the group for emergency use. The group is also responsible for its first aid supplies, and medication administration. Any incidents involving group participants should be reported prior to leaving Camp Glisson.

Guest groups are advised to collect the following information in writing from each participant; Name and addresses; emergency contact names and numbers; known allergies or health conditions requiring treatment, restriction, or other accommodation while on site; and for minors without a parent on-site, signed permission to seek emergency treatment or a signed religious waiver.

Damages:The group leader should report any existing damages or deficiencies to the camp, as soon as possible after arrival. Any damages by the group should be reported upon departure. The cost of materials plus labor to repair the damages will be deducted from your deposit. Camp Glisson's policy concerning graffiti is to assess the group an amount of \$100.00 per incident of any type. This is a strong encouragement for you as a group leader to inform participants of the improper use of writings and drawings.

This agreement needs to be signed by the groups leader and the treasurer of said church/organization and returned along with the required deposit to confirm your reservation. Receipt of deposit is considered an acceptance of the terms and policies of this agreement. *Be sure to make a photocopy for your records.*

I have read the above agreement and fully understand the terms and policies stated herein.

_____	_____	_____	_____
Group Leader	Date	Treasurer	Date
Aaron Talbott			

**Our Mission:**

"Glisson joins with the church to make disciples of Jesus Christ and to nurture leadership by creating experiences in Creation and in Christian community that encourage transformation, growth, and renewal for all people."

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