

Site rental is available on a limited basis. To be eligible to rent Evans Creek Retreat, a group must have a representative willing to act as the "Group Leader", assuming the responsibilities as designated by contract with Evans Creek. No rental privileges are extended to individuals or groups without specific organizational purpose. Evans Creek Retreat, LLC will make attempts to schedule events when not in conflict with or coinciding with the primary objective of providing hospitality to "Up Camp", participants with special needs. Evans Creek Retreat's goal is to facilitate renewal, through quality hospitality.

EVANS CREEK RETREAT, LLC RESERVATION APPLICATION/CONTRACT

Organization/Lessee Name:

Contact Person:

Address:

Phone: _____ Email Address: _____

Event Date: _____ Start Time: _____ End Time: _____

Event Description and Purpose of Event:

Estimated # of participants: Adults _____ Children _____ (maximum capacity – 60 people)

Is the event open to the public? _____ Will there be a participant charge/dues? _____

Are you a non-profit organization: _____ Non-profit Tax ID # _____

Affiliation/Group Name/Church or Community Name: _____

RESERVATIONS AND PAYMENT: A \$500 booking deposit is required to reserve your date. This deposit is a down payment and will be credited towards the venue rental fee. Please note: 50% of the venue rental fee is due no later than 6 months prior to the event and payment in full is due no later than 60 days prior to the event. Personal checks, money orders, cashier's checks, and cash are accepted forms of payments made payable to Evans Creek Retreat, LLC. If the reserved date is cancelled for any reason the payments may be refunded only if that reserved date is re-booked by ECR within 60 days of the event.

Please print clearly the name and contact information of the Person/Group Leader assuming financial responsibility:

Phone: _____ Email: _____

Payment Enclosed: \$500 deposit to process application for reservation to be provided by personal check, Cashier's Check or Money Order payable to Evans Creek Retreat, LLC.

HOURS OF USE: The group renting will have exclusive use of the property for the duration of the rental event. All onsite event preparation and clean-up will be done between the hours of the property rental agreement. Showings and visits are only permitted with an appointment scheduled through the ECR.

INSURANCE AND LIABILITY: The lessee agrees to indemnify and hold harmless, ECR, its owners, employees, and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons or damage to property, included but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the lessee, except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. ECR and its representatives will not be held responsible for lost, stolen or forgotten items.

A certificate of insurance naming Evans Creek Retreat, LLC and Jerry and Laura Pierce, as additional insured for the days of the event in the amount of \$1,000,000 must be given 60 days prior to the event.

DAMAGE AND CLEAN-UP: A separate check for \$500 is required 60 days prior to the event. This deposit is refundable within 30 days after the event, providing all terms and conditions are followed and there is no damage or extra cleaning needed. If damage occurs, or extra clean-up is necessary, an ECR representative will inform the guest Group Leader of these issues. If damage or clean-up is less than \$500, ECR will issue a check for the difference. If the damage or clean-up exceeds \$500, the lessee will be billed for the remainder. The rental group is responsible for putting all refuse in the appropriate recycling and trash in receptacles and dumpster that has been provided to you by ECR; the facility must be left as it was found. If lessee has rented outside additional items, ECR is not held responsible for these items, including but not limited to the set up and take down of tables/chairs that do not belong to ECR. Any person causing damages to the site, or endangering the welfare of another person will be asked to leave the premises without refund, if necessary with the aid of local law enforcement. Such acts may result in dismissal of entire group without refund.

THE GROUP LEADER will be responsible to instruct group in site safety guidelines, fire safety and supervision of minors. It is the Group Leader's responsibility to possess a signed permission for emergency treatment of any minors present without their parent/guardian. Group Leaders will retain a list of names and addresses of participants with their emergency contacts, particular accommodation needs, any allergies, restrictions or health considerations. A list of all guest names will be provided to the ECR manager/director upon arrival. Pertinent information should be shared with ECR's manager/director on site as early as possible during the reservation process. The Group Leader will be responsible to inform the site manager/director of any injury, illness, damages, or potential hazards as soon as possible during the guest group visit. Group Leaders will be responsible to provide an adult currently certified in First Aid & CPR by a nationally recognized provider or rent this service from Evans Creek Retreat. The Group Leader will designate a person(s) to assume responsibility for the administration and security of all medications, keeping under lock or supervision at all times. A brief end of camp evaluation will be required of Group Leaders to help Evans Creek continue providing hospitality and safe, quality accommodations.

SETUP: Due to potential damage, hazards and safety issues, all setup for special events must be approved by ECR. Including but not limited to catering, DJ, tent, dancing, special activities, etc. Implementation of outdoor events in inclement weather must be at ECR's discretion.

SMOKING/VAPING: Smoking or vaping *of any* substance is permitted in one designated *outside* area only. All smoking products must be properly extinguished and disposed of in the appropriate receptacle.

If ALCOHOL will be served at your event, only an ECR approved and permitted server may monitor/serve the alcoholic beverages on the property, as regulated by the OLCC. The only alcohol that may be served and consumed are malt beverages, wine, champagne and cider. The serving and consumption of distilled spirits/hard alcohol is prohibited. No alcohol may be served after 10pm. Alcohol serving and consumption is limited to the designated consumption area and is prohibited in any other area, including personal sleeping areas. The lessee will be responsible to ensure that guests do not drive intoxicated to or from the site. Sufficient food and non-alcoholic beverages must also be served.

Absolutely no ILLEGAL activity and substances allowed. In the event of illegal activities or substances are discovered, the entire group may be dismissed from the facility without refund.

MINORS: To ensure the safety of minors, minors must be under constant responsible adult supervision. Waterfront, archery range and animal areas are off-limits at all times, unless supervised by assigned ECR certified staff. The designated smoking area is off limits to minors. No alcoholic beverages may be served on the grounds if minors are present on site. Adequate adult supervision for minors is required at all times, including at least one adult residing in each sleeping area familiar with fire evacuation procedures, location of fire extinguishers, first aid kits, and emergency telephone/radio. It is the responsibility of the Group Leader to enforce clear boundaries in regards to interactions and respect for privacy between adults and minors. ECR does not endorse any situation in which a non-guardian adult is alone (not in clear view or out of hearing range) with a minor and specifically requests that the Group Leader address appropriate protocols for these situations with their group. One adult will be in active supervision for every eight minors in attendance.

VEHICLES: Guests will observe the 5mph speed limit when entering or departing the site, and exercise caution with regards to pedestrian or animal crossing or walking near driveways. The use of All-Terrain Vehicles or Dirt Bikes is not allowed on site. RVs or buses should follow directions provided by site manager/director for ease in entry and departure. The American Camp Association prohibits the riding of guests in any open vehicle except when restrained by seatbelt or in the event of a parade or hayride in which the vehicle is moving at less than 5 mph. This includes the back of pickup trucks.

PARKING: Will be designated by the ECR staff depending on the length of stay, size of group, number of vehicles and boarding and de-boarding needs. No vehicles are to park on grassed field areas or in the designated fire lane. Please respect areas labeled "No Parking".

ANIMALS AND PETS: Pets are allowed on leash and on the grounds by special written permission only. Please clean-up after registered pets and ensure that they do not interfere with or harass any other animals on site. No pets other than certified service animals are allowed in the buildings.

FIREARMS, FIREWORKS, WEAPONS: ECR is a place for respite and hospitality in nature. No firearms, fireworks, explosive or any other weapon is allowed on site, even in vehicles.

CHAPLAIN SERVICES: A non-denominational Christian Chaplain licensed in Marion County is available to assist with weddings, funerals, baptisms, and visitations. Contact should be made directly with the Chaplain through his email at: chaplain@evanscreekretreat.com.

DECORATIONS: ECR does not allow nails/screws, glue, duct tape or other intrusive methods of attaching decorations. Lessee is responsible for set-up and clean-up of all decorations. Confetti, glitter, rice, fake flower petals, wish lanterns and any such materials that are not easily removed, or are a potential fire hazard are not allowed.

ACTIVITIES AND MUSIC: Music is to conclude at 10:00 pm and never exceed 60 dB at our property line.

All other activities, including outdoor activities such as volleyball, croquet, horseshoes, etc. are to be held on approved lawn areas. Guests should observe caution on basketball court, patio area, Grotto and rocks near waterfalls as they are slippery when wet. No night games are allowed and it is expected that no later than 11 PM there will be no outside activities, and a respectful quiet for sleeping guests.

Pianos and audio-visual equipment are available for use within the rental agreement. Please advise the manager/director of specific needs prior to visit.

Archery instruction and supervision is available by advance rental agreement. The range is available for use with special permission. No minors are allowed to participate without a certified archery instructor. Personal archery equipment brought to the site will be asked to be stored/locked on site for safety.

To fish, all guests over the age of twelve must possess a current Oregon Fishing License and fish in designated areas observing Oregon State fishing regulations. Persons with recognized disability do not require a fishing license. Fishing equipment and bait is available on site.

Nature trails and nature discovery resources are readily available on site. The site manager/director will provide orientation to these opportunities. Guests are expected to observe “no trace” practices, leaving no litter, staying on trails, refraining from damaging/collecting natural wonders and respecting wildlife habitats. A self-navigated renewal experience and forest regenerating walk is open to guest. Guests are asked to respect neighboring property lines and “No Trespassing” warnings posted. Hikers planning to visit nearby Opal Creek Wilderness or Sierra Trails are advised to check in and out with the Group Leader for safety. There are wild animals such as cougar, bear, coyotes, and wolves in the area. It is recommended that hikers and joggers not hike alone or after dusk.

Cooking in undesignated areas or on portable camp stoves, storing of toxic or flammable chemicals or operating of power tools is allowed only by persons instructed or certified in their use and only with specific written consent of the site manager/director. All meals are catered or prepared by ECR staff.

Campfires are allowed in designated fire pits only and shall be properly supervised and extinguished by an adult. Evans Creek is pleased to assist in preparing campfires if pre-arranged with site director. Firewood is provided. A fireplace is available in one meeting room. No cooking is allowed in this fireplace. A wood stove heats the recreation room. Supervision is required as it is hot when in use.

River Waterfront areas are gated and locked for use by ECR designated guests only. No guest is allowed to **swim or use paddle boats** on site without a lifeguard possessing a current nationally recognized certification. Appropriate lifesaving equipment, AED and first aid kit must be present at all waterfront activities. The lifeguard will be expected to be familiar with site specific waterfront rules, features of the waterfront, potential hazards, rescue equipment and emergency response procedures. These services and equipment may be rented from Evans Creek.

For single day events not requiring other services, please continue to the last page of contract.

Per Person Use:

Total Adults _____ Male _____ Female _____ infants/toddlers (4 years or less of age) _____

Total Youth 5yrs-12yrs: _____ Male _____ Female _____

Total Youth 12yrs-18yrs: _____ Male _____ Female _____

A deposit of \$500 is due upon signing of this contract. Please note: 50% of the rental fee is due no later than 6 months prior to the event and payment in full is due no later than 60 days prior to the event. Personal checks, money orders, cashier's checks, and cash are accepted forms of payments made payable to Evans Creek Retreat, LLC.

Rental fees are calculated on a check in no earlier than 1 PM/Check out no later than 4 PM, unless specifically arranged/granted in writing.

Specific Date(s) of rental: _____ to _____

Estimated Arrival Time: _____ Date: _____

Estimated Departure: Time: _____ Date: _____

Meals:

Excellent meal quality and quantity plus coffee and tea with condiments are provided throughout visit. Guests may opt to cook or eat outdoors weather permitting with arrangements made through ECR. Guests are invited to drink ECR's fresh mountain water available at many locations throughout the site. A per person/per meal charge will be invoiced separately from the facility rental with menu approval. There are no refunds for meals not attended.

\$8 Breakfast: # Days to be served: _____ Time: _____ # of Guests @ Breakfast: _____

\$9 Lunch: # Days to be served: _____ Time: _____ # of Guests @ Lunch: _____

\$12 Dinner: #Days to be served: _____ Time: _____ # of Guests @ Supper: _____

Specific accommodations or known food considerations (allergies/special dietary requests):

ECR Staff Services: Services available for fee of \$15 per hour:

EMT/Nurse _____ Lifeguard _____ Archery Instructor _____ Chaplain _____

Nature/Trail Guide _____ Outdoor Living Skills Instructor _____ CPR/First Aid Instructor _____

Crafts Instructor _____ Campfire Leader _____ Gold Panning Adventure _____

Devotional Leader/Inspirational Speaker available with consultation regarding needs.

Equipment Use: There is a \$2 per hour/per person fee. Fee is waived if ECR staff is leading activity.

Paddle Boats _____ Fishing Equipment _____ Archery Equipment _____

Overnight Housing:

All overnight guest groups must provide an adult currently certified in **First Aid/CPR** by a nationally recognized provider *or* rent these services from ECR. The designated first aid responder will need to be familiar with site resources for intervention and will be responsible to make decisions regarding transport of any injured or ill person by conveyance in available vehicle of the guest group and/or call **911**. An emergency procedure checklist, phone numbers and orientation to the site resources will be provided to the Group Leader upon arrival. **One adult must be present overnight and present with youth in all sleeping areas.**

Sleeping Accommodation Rates/Reservation:

Respite Bunkhouse: Gender specific, ADA compliant sleeping accommodations are bunkhouse style with single mattress beds and bottom sheet. There are some top bunks. Restroom facilities are available in the bunkhouse. A meeting room with a fireplace and piano and a small coffee area are attached to the bunkhouse. Facility sleeps 15. \$250 per night

East Bunkhouse: Gender specific, ADA compliant sleeping accommodations are bunkhouse style with single mattress beds and bottom sheet. There are some top bunks. Restroom facilities are available in the bunkhouse. Facility sleeps 15. \$150 per night

Cabins: Simple cabins with electricity, mattresses and bottom sheet. Double beds are available on request. Restrooms are within a short walk of cabins. There are gender specific shower houses and restroom facilities. Non-gender specific single toilet structures are available throughout the site. Bedding including top sheets, blanket, handmade quilt and pillows additional \$5 each bed.

Riverfront Cabin: \$75 Electricity/double bed, mattress/bottom sheet: _____ Add Bedding: _____

Center Retreat Cabins:

(3 Available) Cabin with six/bunk beds with mattresses/bottom sheet: \$60 ea. _____ Bedding: _____

(2 Avail.) Cabins w/double bed /top single bed, mattresses/bottom sheets: \$70 ea. _____ Bedding: _____

(3 Available) Cabin sleeps six/bunk beds with mattress/bottom sheet: \$60 ea. _____ Bedding: _____

RV w/electric hook-up (2 Available): \$25 per night # _____

Platform tent w/bed/mattress/bottom sheet, sleeps 3 each (4 Available):\$30 per night # _____

Additional beds: \$5 per bed/per night # _____ #w/bedding _____

Additional Requests/Agreements:

Weddings and Family Events. We welcome the opportunity to assist you every step of the way. Please feel free to ask if you have any questions or concerns. One day wedding or family events reserving the exclusively the group meeting areas or grounds will be invoiced per event, \$1000.00 for the day (with no meals or lodging provided). Other services TBA w/ECR.

Wedding Date Reserved: _____ Rental Fee: _____

Bride's Name: _____ Phone _____

E-Mail: _____ Cell _____

Mailing Address: _____

Groom's Name: _____ Phone _____

E-Mail: _____ Cell _____

Mailing Address: _____

Alternative Contact Person: _____

Phone Number(s): _____

E-Mail: _____

*Please list an alternative contact person to be added to e-mail reminders/updates.

Other Specifications _____

THE TERMS AND CONDITIONS ARE ACCEPTED BY:

ECR reserves the right to terminate any and all activities (including the remainder of the event) if these terms and conditions are not upheld. By signing below the designated **Guest Group Leader/Lessee** acknowledges they have read, understand and agree to the terms and conditions listed.

Please print clearly the name of Lessee/Group Leader/Bride/Groom:

Signature: _____ Date: _____

Please print clearly the name of the Group Organizational Leader/Pastor/Director/Bride/Groom:

Signature: _____ Date: _____