



FEEL THE SPIRIT!  
**MINNETONKA**  
 Christian Camp

## CAMP, CONFERENCE OR RETREAT CONTRACT

P.O. Box 267 Clayton, OK 74536  
 Phone: (918) 569-7856 Fax: (918) 569-4790

**Registration Due Date:** \_\_\_\_\_ **Group Deposit Due:** \_\_\_\_\_  
 AT THE TIME THIS SIGNED FORM IS RETURNED, GROUP AGREES TO PAY MINNETONKA CHRISTIAN CAMP A NON-REFUNDABLE GROUP DEPOSIT, WHICH WILL BE APPLIED TOWARD GROUP'S FINAL EXPENSES. THE DEPOSIT IS 10% OF THE REQUESTED LODGING AND FOOD TOTAL, OR A PREDETERMINED AMOUNT. PLEASE READ THIS REGISTRATION FORM CAREFULLY, SIGN AND RETURN WITH THE DESIGNATED DEPOSIT.

### ACCOUNT & CONTACT INFORMATION

Event Name: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_

Sponsor Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Sponsoring Group: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### LODGING RESERVATIONS

**Total Expected Attendance:** \_\_\_\_\_ Male : \_\_\_\_\_ Female: \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_  
 (Check in begins at 1:00 P.M. Rooms may not be available until 4:30 P.M. Exceptions are listed under "Notes & Special Provisions")

**Departure Date:** \_\_\_\_\_  
 (Lodging Check out time is 10:00 A.M. Keys must be turned in by this time. Exceptions are listed under "Notes & Special Provisions")

**Lodging:** The following lodging types are contracted for your event:  
 Dorms Requested: \_\_\_\_\_ Motel Units Requested: \_\_\_\_\_

**Estimated Lodging Amount:** \_\_\_\_\_

#### Lodging Minimum Payment

Group agrees to pay MCC a minimum of \$ \_\_\_\_\_ for lodging reserved under the above mentioned event, which is 80% of contracted amount, unless noted in Notes & Special Provisions. Additional lodging must be requested by email or in writing. Lodging minimums may not be lowered within 30 days of group's arrival date, unless special provisions are approved through the Executive Director of Minnetonka Christian Camp, Inc.

**You must provide MCC with a completed roster (included in your registration packet) with the name of EVERY person attending. A copy of your event's schedule is due at the time of check-in, or prior to arrival if requested.**

#### Commuter (Day Use) Fees

Any individual attending Minnetonka Christian Camp, Inc. who is not a registered guest at MCC will be charged a fee of not less than \$7.50 per day to use MCC facilities and grounds. Other charges may apply based on activities in which the individual participates.

### MEAL RESERVATIONS

**Dining Hall Meals:** \_\_\_\_\_ **Expected Meal Attendance:** \_\_\_\_\_

**Estimated Meal Payment:** \_\_\_\_\_

#### Meals Minimum Payment:

Group agrees to pay MCC a minimum of \$ \_\_\_\_\_ for meals reserved under the above mentioned event, which is 80% of requested amount for regular meals and 90% for catered meals. Additional meals must be requested by email or in writing. Meal minimums may not be lowered within one month of group's arrival date, unless special provisions are approved through the Executive Director of Minnetonka Christian Camp, Inc.

Starting meal times are: Breakfast 7:30-9:00, Lunch 11:00-1:00, Dinner 5:00-7:30. (Group starting meal times should be set at least one week prior to arrival.) MCC reserves the right to reschedule meal service times to facilitate service for all

**EVENT SPACE**

**Event Space & Scheduled Events:**

The following list shows every event space and event reserved and each day that it is reserved.

**NOTES AND SPECIAL PROVISIONS**

**FINANCIAL OBLIGATION**

**Property Damage/Abuse**

The above named group will have financial responsibility for any damages and excessive wear and tear incurred to the MCC grounds, facilities, or property. Clean up of any facilities or grounds that are excessively dirty will be the financial responsibility of the group. Repairs and clean up will be billed at a rate that includes materials and labor. Should such damages, excessive wear and tear, or clean up needs be discovered after departure, a bill will be sent to the above stated address.

**Payment**

Groups with a contract for lodging and/or meals will be required to pay their projected total bill at check-in with the balance, if any, to be paid at check-out. Failure to pay any remaining balance by check-out will result in a 20% additional charge.

**General Policies and Insurance Requirements**

Lodging and event space will be assigned by MCC to best meet the needs of each event. MCC reserves the right to change guest rooms, conference space and/or other events and services to best meet overall guest, property and staffing needs. MCC will attempt to notify applicable groups of any such changes. MCC does not provide security of any type. This is the responsibility of your camp, group, conference or retreat sponsor.

Prior to arrival, each participating group shall provide a current Certificate of Insurance that names Minnetonka Christian Camp as an additional insured for the group's General Liability, Automobile Coverage for the vehicles brought to Camp and all other coverage necessary to cover against any claims of abuse, mistreatment or molestation. If the group does not have the insurance coverage described above or fails to provide the Certificate of Insurance prior to arrival, Minnetonka Christian Camp, Inc. will secure the required coverage for the group and add the cost of such insurance to the group's financial obligation.

Each participating group is responsible for conducting, and by signing below promises to conduct, a thorough background check for each chaperone, counselor and/or camp director the participating group brings to MCC and shall have determined that each such chaperone, counselor and/or camp director is appropriate for their role and is solely responsible for the behavior of all members of this group, their well being, and their adherence to posted camp policies.

This registration becomes effective after MCC has received the signed original at our office accompanied by the deposit. Please contact MCC Executive Director before making any alterations to this form. Alterations will be considered valid if dated and initialed by both MCC and the sponsoring group. The attendance numbers may be increased if housing and conference space allow. An amended registration form may be sent to the group reflecting all changes that are mutually agreeable.

**An authorized official of the sponsoring group must sign in the space provided below and return this registration form with the**

\$\_\_\_\_\_ group deposit to Minnetonka Christian Camp, P.O. Box 267, Clayton, OK 74356 by \_\_\_\_\_ to complete registration and secure the requested accommodations, meals and activities.

*MCC does not provide security of any kind and is not responsible for lost, stolen, or damaged guest vehicles or personal property*

|                                       |       |       |      |
|---------------------------------------|-------|-------|------|
| Authorized Official Signature         | Print | Title | Date |
| MCC Business Services Signature       | Print | Title | Date |
| MCC Food Service Specialist Signature | Print | Title | Date |