



Retreat Center: Rental Packet

Where Unforgettable Happens

2023

woodlandscamp.org

Dear Retreat Leader,

Thank you for choosing Woodlands Camp & Retreat Center as the location for your event. Whether you have been coming for years or this is your first time being our guests, we are looking forward to partnering with you in making your event unforgettable.

Please note that this agreement applies to groups using our cabin facilities. If you are an adult group of 30-60 people you may find our conference facilities at the Lodge more suitable for your needs. Please contact us for information about booking your event at the Lodge.

In the pages that follow you will find some guidelines that we have established to help us do our part in providing an unforgettable guest experience. Please read through them and let us know if you have any questions. Our goal is not to limit you but to enable us together to create an event that brings everyone closer to each other and to God. Once you are comfortable with Woodlands as your retreat center, just let us know either by calling, emailing, or filling out this form. You can also [submit the rental agreement electronically](#).

After we have received your rental agreement and security deposit, you are under contract for that retreat. We will begin planning, praying, and staffing in anticipation of your arrival. Woodlands representatives will contact you periodically to obtain information regarding your event so that we can adequately prepare. It is vital that we communicate any changes that could impact each other. For instance, if you experience tremendous growth in your ministry and you realize that your estimated 200 person event will now be closer to 300 people, please let us know as soon as you anticipate that. Likewise, we will let you know about any facility or policy changes that may impact you and your group.

As your event gets closer, you may need to come for a visit to remind yourself of facility capabilities or layout. Please come! We would love to see you. We just ask that you call first to let us know so that we can be here to greet you and show you around.

Finally, please know that we have been praying that God would build this retreat calendar by connecting us with groups like you that are a perfect fit for what He wants to accomplish here at Woodlands. Now that He has brought us together for this event, our prayer is that the right guest will hear from the right speaker, that the right band will play the right song, and that the right Woodland's staff will serve everyone with unforgettable service.

We can't wait to see what God will do!

For His Glory,

Scott Simpson, Groups Director

Woodlands Camp

scott@woodlandscamp.org

706.865.0853x106

CONDITIONS FOR USE

- I. Groups using Woodlands Retreat Center must provide the following:
 - A. Linens, pillows, toiletries and towels
 - B. Competent adult counselors and leaders
 - C. Appropriate insurance coverage for all guests. Necessary insurance claims for injury occurring during one's stay at Woodlands should be filed with the guest's insurance company for primary coverage. Group leaders should have a record of insurance information for all group members.
 - D. Qualified medical personnel (for children and youth groups only)
- II. Groups using Woodlands Retreat Center can expect Woodlands to provide:
 - A. Lodging accommodations in our cabin buildings.
 - Altogether we have 24 cabins bedrooms (13 beds each room) and 16 dorm rooms (4 beds each room) for a total of 376 beds. In addition to this total we have the capacity to provide approximately an additional 80 mattresses to spread out among the cabins.
 - Woodlands will make available the necessary rooms to accommodate the number of guests you indicate on the rental agreement. Guests must stay in the block of rooms assigned to them.
 - The Woodlands Lodge (including guest rooms, meeting spaces, or gathering spaces) is not guaranteed to be available to groups staying in the cabins. If Lodge rooms are available, Woodlands will allow adult guests to use them for an additional \$50 per room (that's in addition to the per person rate charged for the retreat). Each room can be used for the duration of the retreat.
 - B. Meeting room accommodations.
 - We have 3 different meeting room styles
 - a (1) Main auditorium – 500 seat capacity. Located on the upper level of the Chapel building
 - b (2) Cabin conference room – 75 seat capacity. Located on the lower level of both High Point and Pine Cove cabins
 - c (6) Classrooms – 30 seat capacity. Located on the lower level of the Chapel building.
 - Groups who meet the minimum number of guests will be assigned to the Main auditorium. Additional meeting spaces can be requested and will be reserved based on availability.
 - C. A dedicated staff will be available to you. Prior to your arrival, a Woodlands team member will communicate with you to get all the information we need and provide all the information you need to make the retreat a success. Once you arrive, there will be an "on call" team available to help you with whatever comes up during the retreat.
 - D. Dining in the Commons which seats up to 448 guests at once.
 - E. Scheduled attractions and retail spaces. See section below for scheduling details.
 - F. An Unforgettable guest experience.
- III. Groups using Woodlands Retreat Center must agree to the following policies:
 - A. Policies Regarding Reservations and Payment
 - **Reservations** – A minimum of 150 people is required to reserve the facilities for a weekend. **If your group size is less than the minimum, you are responsible to pay for the minimum number of people at the current rate.** For your reservation to be finalized, we must receive your signed rental agreement and security deposit. Once both are received, the event is booked.
 - **Security Deposits**
 - a A \$500 security deposit is required for each event to reserve the facility.
 - b What happens to your security deposit after the retreat?
 - (i) Any damages will be deducted from the deposit.
 - (ii) Any remaining deposit (after damages) will be rolled over to your next retreat.
 - (iii) If you will not be returning within 12 months, the refundable portion of the security deposit will be processed and mailed by our business office.
 - c In the event that a retreat or camp is cancelled, the security deposit will be forfeited. For cancellations inside of 120 days, please refer to **points b-e in the Cancellation Policy below.**
 - **Payments**
 - a Checks are acceptable ways for making security deposits or payments. Please make checks payable to Woodlands Camp. Credit card payments will incur an additional 3% to cover the processing fees.
 - b A minimum of 90% of the estimated total amount (see pre-invoice) will be due upon arrival at Woodlands. At the end of your event, the final invoice will be adjusted to reflect your total number of guests, attraction fees, and any additional charges (AV upgrade, retail tabs, damages, etc.) incurred during the event less your 90% payment.
 - c The remaining balance will be due within 10 days of your departure. (Remember: Your security deposit is not applied toward your balance.) If any payments are late, you may forfeit your security deposit as a late payment penalty.
 - **Changes** – Because Woodlands orders food and supplies in advance, any changes to the number of guests must be made at least **one week** prior to your arrival date. Any unscheduled or late changes will result in your group being

charged for either the contracted number of guests or the actual number of guests, whichever is greater. **Please be responsible and realistic when estimating your group's number, and contact Woodlands ASAP with changes!**

- **Cancellations** – Woodlands is a nonprofit ministry which strives to provide a quality experience for all who visit. Our staff is preparing for your group's visit long before your arrival. Staff and food budgets are based upon group reservations. Cancellations create difficulties for our preparation and scheduling, and other groups may not have been able to come because of an already filled reservation. When a cancellation occurs, we may not have the opportunity to fill the vacant facilities because of a shortage of time. For these reasons, Woodlands has implemented the following cancellation policy: ***If a reservation is cancelled...***
 - a **More than 120 days** in advance, the security deposit will be forfeited
 - b **91 - 120 days** in advance, the group leader will be billed for and must pay **25%** of the estimated total bill
 - c **31 - 90 days** in advance, the group leader will be billed for and must pay **50%** of the estimated total bill
 - d **7 – 30 days** in advance, the group leader will be billed for and must pay **75%** of the estimated total bill
 - e **Less than 7 days** in advance, the group leader will be billed for and must pay **100%** of the estimated total bill
- **Meals** – We take pride in the quality of our food. Our foodservice team stays has created some great menu options using only the freshest and highest quality ingredients available. Within a month of your scheduled retreat, we will send you our current menu choices so that you can pick what you want. **Special menu requests may alter pricing. This may also include special meals to accommodate food allergies.**
 - a Meal Times: These are the times that we will be prepared to serve your meals. Should your schedule require a deviation from these times, please let us know in advance and we will try to accommodate.
 - (i) Breakfast – 8AM
 - (ii) Lunch – 12PM
 - (iii) Dinner – 6PM
 - b Sundays: Because we see the value in our staff being involved in a local church we have to limit meal service on Sundays. We will provide a modified breakfast menu at 8AM. If you require other foodservice needs on Sunday, let us know. If we can't provide what you need, we can provide a list of caterers familiar with us and help you coordinate those meals.
- **Annual Price Increase** – In order to continue providing an unforgettable experience and to keep our pricing in line with inflation, there will be an annual price increase. The average package price (combined lodging and meals) will increase a minimum of 2% and a maximum of the Annual Inflation Rate + 2%. The new rates will be released in the Fall based on the Annual Inflation Rate as of July of the current year and will go into effect starting January 1 of the next year.

B. Arrival and Departure Times:

- To provide an unforgettable retreat experience to as many groups as possible, Woodlands has instituted arrival and departure times. We ask that you adhere to these times to allow us time to adequately prepare for your and other's arrival. If you need an earlier arrival or a later departure, ask. No later than 30 days prior to your arrival, we will let you know whether we can accommodate or not.
 - a Arrival Time: 3PM on the first day of your retreat
 - b Departure Time:
 - (i) 11AM if your last meal is breakfast
 - (ii) 1PM if your last meal is lunch
- Please know that our intent is NOT to limit you, but to make sure that we are ready for you when you arrive and the next group after you depart.
- If you are a group whose arrival and departure is between Monday and Friday, there is likely to be some flexibility in those arrival and departure times.

C. Personal Conduct:

- The group leader is responsible to inform all members of his/her group of the standards of Woodlands Camp & Retreat Center. **A leader must be on duty at all times in areas where campers are present.** Campers may not be left on their own.
- The use of cigarettes, e-cigarettes, tobacco products, alcohol, illegal narcotics, fireworks, and firearms is prohibited.
- Excessively loud or questionable styles of music are prohibited. If you have questions concerning styles of music, please seek assistance beforehand.
- Modesty in dress is an important principle in the life of a Christian. Clothing must be appropriate for the recreational activities in which the group is participating.
- Offensive language or swearing is not permitted.

D. Noise Levels: Woodlands is located in a residential area. In order to be good neighbors, we have instituted the following policies regarding noise

- Music being played indoors should be contained to the room in which it is being played and should never be higher than 100db. Bass levels should be controlled so that they are never heard nor felt outside of the room in which the music is being played.

- Outdoor loud speakers (which includes inside the dome) are only allowed between the hours of 9AM and 10PM and should never be louder than 85db within 100 feet of the speakers. Bass levels must be controlled as well.
- E. Retreat Schedules
- To ensure that we are adequately staffed, we need to receive your retreat schedule 4 weeks in advance of your arrival.
 - We will try, but we may not be able to accommodate changes made or schedules received within 4 weeks of your arrival.
- F. Activities & Attractions
- General
 - a Included with your rental is access to our activities and attractions. Use of these must be scheduled. At times, there will be multiple guests on site scheduling activities and facilities. Woodlands will do everything within reason to accommodate the different group schedules. Scheduling conflicts will be resolved by Woodlands personnel.
 - b Water and adventure attractions must be staffed by Woodlands trained personnel and are included in the cost of overnight retreats when scheduled between the hours of 1PM and 5PM. Any adventure attractions requested outside of 1-5PM will be scheduled if possible for an additional charge of \$50 per hour per attraction.
 - c Please know that Woodlands does not have the full time or seasonal team available to open all attractions and retail spaces at the same time. On weekends, we will bring in additional part time staff to help with our larger groups. Groups under 250 guests as well as all groups staying during the week will likely not be able to schedule all the attractions and retail spaces to be open at the same time. Woodlands personnel will work with group leaders to create a schedule to allow guests to safely enjoy all the attractions.
 - Recreational
 - a The Woodlands Dome, volleyball complex, and two multi-purpose lighted ball fields are available for use at no additional charge.
 - b Some additional equipment and balls may be available upon request.
 - c For any activities vital to a successful event, the group is responsible for bringing all equipment needed.
 - Water
 - a Swimming will be allowed only in specified areas. No lake activities will be allowed after dark. If your group chooses to take advantage of the waterfront (including the blob, diving boards, kayaks, SUP's, and the water slides), Woodlands will provide all necessary staff, including lifeguards.
 - b SUP's and kayaks are available when scheduled with the waterfront activities. All participants must wear a lifejacket. Woodlands will provide the necessary staffing.
 - c Girls and boys bathing suits should be modest (Girls – one-piece suit, Boys – boxer type).
 - Adventure
 - a A zip line, euro bungee, a giant swing, and archery tag are available to your group while at Woodlands. Woodlands' personnel must facilitate these attractions.
 - b Paintball is available for guests 11 years of age or older. Pricing is outlined on Woodlands' current price guide.
 - Retail space
 - a There is a coffee shop, snack shop, gift shop, and ice cream shop available. Those can be scheduled to be available during your group's free time. Woodlands may need to delay the opening of the retail spaces until our staff can finish up previous responsibilities.
 - b Please indicate on your schedule when you would like any of the retail spaces open during your stay.
 - c Guests may make purchases with cash or credit card. Group leaders may want to open a tab with us and settle up at the end – that is perfectly acceptable.
 - d Woodlands can provide group rates in any of our retail spaces for groups wishing to purchase large quantities for all guests. (for example, you may want all guests to enjoy a coffee beverage, or popcorn and a slushie, or S'mores, or ice cream cones). Please schedule this ahead of time so that we can be prepared for you.
- G. Lodging:
- To help keep utility costs as low as possible, our minimum occupancy is **9 people per room**. An additional fee (\$25 per room per night) will be charged if rooms are under-filled.
 - To help keep cleaning costs low, we ask that you clean out from under the beds and bag all trash in your cabins. Please park in the designated parking areas only. Guests are to leave facilities as they found them. Damages to room furnishings, equipment and buildings will be deducted from the group's security deposit. Any additional costs above the amount of the security deposit will be billed to the group leader or organization. **Pets are NOT permitted!**
- H. Safety
- Specific permission must be secured for campfires or any unusual activity.
 - Shoes must be worn at all times other than at the designated swim areas.

This information is in effect for 2023 as of August 1, 2022. All other information is invalid.

WOODLANDS CAMP & CONFERENCE CENTER

Pricing

Packages

2 Nights 4 Meals	2 Nights 5 Meals	2 Nights 6 Meals	3 Nights 7 Meals	3 Nights 8 Meals	3 Nights 9 Meals
\$ 147.00	\$ 157.50	\$ 168.00	\$ 203.50	\$ 214.00	\$ 224.50

FREQUENTLY ASKED QUESTIONS

What do the above listed prices cover?

These prices cover lodging, meals, necessary staffing, and maintenance.

Are there any hidden costs?

The above listed prices are all-inclusive. The only additional costs would be spending money (Trading Post or Paintball) and attractions (zip line, waterfront, kayaks & SUP's, giant swing, eurobungee, and archery tag) scheduled outside the hours of 1-5PM. Those will be billed at **\$50 / hr / attraction**.

What is the basis for these prices?

LODGING:

First night's lodging	\$ 80.00 per person
Each additional night's lodging	\$ 25.00 per person

MEALS:

Each Meal	\$ 10.50 per person
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Special menu requests may alter pricing.

What is the rate for day guests?

Day guests will be charged for meals, as well as a \$40 per day activity fee.

Are there discounts available for children?

Children ages 0-2 may deduct 75% from the appropriate price. Children ages 3-6 may deduct 50% from the appropriate price.

This information is in effect for 2023 as of August 1, 2022. All other information is invalid

Chapel and Equipment Specifications

Room

- **Room**
 - 66' wide by 90' deep
- **Stage**
 - 40' wide by 12' deep
 - Stairs located on all four corners
 - Handicap lift available upon request
- **Truss Height**
 - 24'
- **Sound Booth**
 - 2 levels
 - 7' wide tables, fixed
- **Seating**
 - 525 with chairs
 - 600 without chairs
 - Chairs are removable

Power

- **120v – Edison Connections**
 - (12) 20A Boxes under stage
 - (5) 20A Boxes overhead trussing
 - Each box on stage/trussing has dedicated circuit
- **3 Phase, 200 Amp**
 - Located stage right
 - Camlok connections

Audio

- **Speakers**
 - (8) QSC KLA12 Line Array
 - (4) Flown on each side
 - (4) QSC KLA181 Subwoofers
 - (2) Flown, (2) Grounded
 - (2) Monitor wedges
 - Front of stage
 - Individual mixes
- **Mixer & Snake**
 - Midas M32 mixer
 - (2) Midas DL16 snakes
 - (2) 8in/4out sub-snakes
 - Back of stage
 - Splitting stage in 1/3's

Video

- **Video Switching**
 - Blackmagic ATEM
 - (2) Provided HDMI Connections
- **iMac**
 - ProPresenter 6
 - Internet Connectivity
- **Projectors**
 - (2) 6,000 Lumen LCD
- **Screens**
 - (2) 14' HD Projectors on either side of stage
 - (1) 50" LED TV on rolling stand for teaching on stage
 - (1) 70" wall mounted confidence monitor above sound booth

Lighting

- **Light Control**
 - Jands Vista Software
 - S1 Control Surface
 - Running on Mac mini
- **DMX**
 - (1) 5-pin drop, stage left
- **Extras**
 - Haze may be used in main room if all doors are kept closed
 - There are no dimmers in the facility
- **House Lighting**
 - (24) Chauvet COLORado 1 Solo's
 - RGBW LED
 - Zoom Control
- **Front Lighting**
 - (6) Chauvet E-910fc Ellipsoidals
 - RGBA-Lime LED
- **Protocol**
 - Art-Net
- **Jands Vista show/fixture files available upon request.**

What We Provide

Base Package

Provided for all groups

- **Microphones**
 - (2) Shure SM58 Wired
- **Extras**
 - (2) Boom Microphone Stands
 - (2) Direct Boxes
- **Cables**
 - (4) XLR
 - (2) 1/4" Instrument

Rental Package

\$1000 per weekend – Includes base package

- **Microphones**
 - (2) Shure SM57 Wired
- **Cables**
 - (4) XLR
 - (2) 1/4" Instrument
- **Extras**
 - (2) Direct Boxes
 - (2) Boom Microphone Stands
 - (3) Guitar Stands
 - Batteries
- **Wireless Microphones/Packs**
 - (3) Sennheiser EW 100 G3 Handhelds
 - (5) Sennheiser EW 100 G3 Packs
 - (1) Countryman
 - (1) Lavalier
 - (3) Instrument Cables
- **Wireless IEM – Earbuds not provided**
 - (4) Wireless IEM Systems
 - (8) Packs
 - (8) Channel mono mix or (4) Channel stereo mix

If you have any questions or concerns, please feel free to contact our Media Specialist, Colson Grayson at cgrayson@woodlandscamp.org.

PAINTBALL PRICES

Option 1 – \$10 per person

- *Session includes:*
 - Gun rental
 - Mask
 - CO2
 - 50 paintballs
 - Session will last 1.5 hours

Option 2 – \$20 per person

- *Session includes:*
 - Gun rental
 - Mask
 - CO2
 - Full hopper (~200 paintballs)
 - Session will last 1.5 hours

Option 3 – \$500 session

- *Session includes:*
 - 30 gun rentals
 - 30 masks
 - CO2
 - Full hopper (~200 paintballs)
 - Session will last 1.5 hours
 - SAVE \$60!!!

Extra Paintballs

- \$5.00 – 50 paintballs -
- \$8.00 – 100 paintballs
- \$12.00 – Full hopper (~150 paintballs)
- \$15.00 – 250 paintballs
- \$25.00 – 500 paintballs
- \$75.00 – Full box (2000 paintballs)

NOTE:

- Each session can be paid by the individual guest directly to Woodlands or you may collect from your group and we can add it to your Invoice.
- Guests may not to bring their own equipment or paint.
- We have approximately 30 guns available for rent.
- We will supply ALL equipment needed in order to keep players safe and on an even playing field.
- Woodlands uses Tippmann Model 98 Custom Semi-Automatic Markers.
- Players must be at least 11 years old.

If you have any questions or concerns, please feel free to contact our Camper Experience Manager, Christian Daniell at cdaniell@woodlandscamp.org.

AGREEMENT FOR USE

Please Print: (blue or black ink)

Group Name

Group Type (e.g. Men, Ladies, Teens, etc.)

Phone #: (_____) _____ - _____

Fax: (_____) _____ - _____

Street Address

City

State

Zip Code

Group Leader / Contact Person

E-mail Address

Leader Cell: (_____) _____ - _____

Total number in your group (including sponsors): _____

Date of Arrival: _____ Time of Arrival: _____ First Meal: _____

Date of Departure: _____ Time of Departure: _____ Last Meal: _____

Total # of Meals: _____

How did you hear about Woodlands? _____

***As the group leader, I have read the "Conditions for Use", and our group agrees to abide by those regulations during our stay at Woodlands Camp & Conference Center.** Furthermore, we hereby release and discharge Woodlands Camp & Conference Center, its officers, directors, employees and agents from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occurring while our group is attending Woodlands Camp & Conference Center.

****Remember, any changes to this information must be made at least one week in advance, and **payment is due upon arrival**. If payment is not made by the end of the retreat, you may forfeit your security deposit as a late payment penalty.**

AUTHORIZED SIGNATURE

DATE

Please complete this "Agreement for Use" and return it with your security deposit to:

**Woodlands Camp
1242 Old Blue Creek Road
Cleveland, GA 30528**

Office Use Only:							
Date Rec'd: _____	Deposit Rec'd: _____	Date Mailed: _____	Rate Quoted: \$ _____ (per person)				
Date Returned: _____	Deposit Returned: _____	GS: _____	Web: _____	Cal: _____	O: _____	Xc: _____	