



2023

Guest Group Rental Packet – Lodge

woodlandscamp.org

It's a simple choice.

Dear Retreat Leader,

Thank you for choosing The Lodge at Woodlands Camp & Retreat Center as the location for your retreat. Whether you have been coming for years or this is your first time coming, we are looking forward to partnering together with you in making this retreat unforgettable.

Please note that this agreement applies to groups using our Lodge facilities. The Lodge and the facilities included are ideal for adult groups of 30-60 people. If you are bringing more than 60 people, you are bringing a student group, you may find our retreat facilities in our cabins more suitable for your needs. Please contact us for information about booking an event in the Cabins.

In the pages that follow you will find some guidelines that we have established to help us do our part in providing an unforgettable experience for you and your guests. 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 agree that Woodlands is the perfect location for your event, 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 retreat 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 30 person retreat will now be closer to 50 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 our 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

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CONDITIONS FOR USE

- I. Groups using Woodlands Retreat Center must provide the following:
 - A. Competent adult leaders
 - B. 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.
 - C. Any qualified medical personnel required for the event will be provided by the group.
- II. Groups using Woodlands Retreat Center can expect Woodlands to provide:
 - A. Lodging accommodations in our Lodge.
 - Altogether we have 30 individual lodge rooms. 28 have 2 queen beds in each, and 2 have 1 king bed in each – for a total of 58 beds. Each of the 30 rooms has its own full bathroom.
 - Linens (bedding, towels, and washcloths) and basic toiletries (soap and shampoo) are included.
 - Room service and daily housekeeping services are NOT included. We will clean and replenish guest rooms upon your departure. Should you need anything during your stay, please contact our Guest Experience team.
 - Woodlands will make available the number of rooms requested or indicated on the contract or in the agreement process. Guests must stay in the block of rooms assigned to them.
 - Booking a retreat at the Lodge does NOT automatically guarantee exclusive use of all the guest rooms. Woodlands will reserve rooms for other guests.
 - Groups wishing to “spread out” and assign fewer guests to a room will be charged according to the occupancy desired.
 - B. Meeting room accommodations.
 - By booking your event at the Lodge, you also reserve exclusive use of the Lodge Conference Room (LCR). The LCR can easily accommodate up to 60 guests and can be set up in a variety of ways.
 - a We have 60 chairs available, and 8 round tables. If no set up instructions are given, the room will be set with the round tables and chairs.
 - b The LCR comes equipped with an undercounter refrigerator, sink, and counter space. You can provide your own snacks and beverages or coordinate this with our team.
 - c Coffee:
 - (i) A Keurig is provided in the LCR for your convenience. K-cups are not provided.
 - (ii) Coffee service can also be provided in the LCR to supplement the Keurig. Typically, this is needed in the morning. Please schedule that with our Guest Experience team in advance so that we will be ready for you.
 - (iii) Coffee will be served at breakfast in Café 97. If you need it at other meals, please let us know that.
 - Small group space
 - a A large courtyard is available with seating around fire pits
 - b Café tables are available in the courtyard as well
 - c Large sectional couches are available on the porch outside the LCR
 - d Seating areas are included in each of the 2 King guest rooms. If those are booked for your retreat, you have access to them.
 - Outdoor amphitheater: Included in the courtyard is a 100 person amphitheater.
 - If weather prohibits any outdoor meeting spaces, our Guest Experience staff will work with you to find suitable alternatives.
 - C. Dining
 - Café 97 of the Commons which seats up to 60 guests at once is reserved for our Lodge groups
 - Some groups have catered in food for meals. Woodlands may charge an extra fee to help offset the cost of cleanup and disposal of those catered meals.
 - D. Scheduled attractions and retail spaces.
 - E. An Unforgettable guest experience.
- III. Groups using Woodlands must agree to the following:
 - A. Policies Regarding Reservations and Payment
 - **Reservations** – Typically, a minimum of 30 people is required to reserve the facilities for a weekend. **If your group size is less than the minimum, you may be 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. At some point after the rental agreement is received, you will receive a pre-invoice. This will give you an estimation of the total charges of the retreat.
 - **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 (6)**.

- **Payments** - Checks and credit cards are acceptable ways for making security deposits or payments and are due before the end of your retreat. Please make checks payable to Woodlands Camp.
- **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 full breakfast at 8AM. If you require other foodservice needs on Sunday, let us know. If we can't provide what you need, we will 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 this year and will go into effect starting January 1 next year.

B. Personal Conduct:

- 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. The texts of songs being used are to be biblically true and doctrinally correct. 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. Shorts and pants should be modest and loose fitting. **Clothing which is NOT permissible:** clothing that has offensive logos, pictures, or wording; strapless, or bare midriff tops for girls.
- Offensive language or swearing is not permitted.

C. 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.

D. Activities & Attractions

- Water

- a Swimming will be allowed only in specific areas and must be scheduled. 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.
- c Men's and Women's bathing suits should be modest (Girls – one-piece suit, Boys – boxer type).
- Recreational
 - a The Woodlands Dome, volleyball complex, and two multi-purpose lighted ball fields are available for use at no additional charge but must be scheduled.
 - b Some additional equipment and balls are available upon request.
 - c For any activities vital to a successful event, the group is responsible for bringing all equipment needed.
- Adventure
 - a A zip line, giant swing, and archery tag are available to your group while at Woodlands. Woodlands' personnel must facilitate these attractions. Any attractions scheduled after 5PM Mon-Sat or anytime on Sunday will incur an additional charge.
 - b Paintball is available for guests 11 years of age or older. Pricing is outlined on Woodlands' current price guide.
- E. Lodging:
 - To help keep cleaning costs low, we ask that you clean out from under the beds and bag all trash in the trash cans in your room. 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!**
- A. Safety
 1. Specific permission must be secured for campfires or any unusual activity.
 2. Shoes must be worn at all times other than at the designated swim areas.

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

WOODLANDS CAMP & CONFERENCE CENTER

2023 Pricing

Capacity

- 28 rooms with 2 queen beds each and a private bathroom
- 2 rooms with 1 king bed each and a private bathroom

Lodging

- SGL OCC: \$160 per person (first night)
- DBL OCC: \$110 per person (first night)
- 3-4 OCC: \$85 per person (first night)
- Additional nights are 50% of your rate

Food service

- Meals: \$12 per person

Attractions (By Schedule): Included during normal business hours (Mon – Sat)

- Aquatic
 - Boats & Kayaks
 - Swimming
- Adventure
 - Zip Line
 - Giant Swing
 - Archery Tag

Paint Ball: typically \$20 per person – see current rates for detailed pricing

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 call our Program Director, Brent Kimbro at 707-865-0853 (ext. 107).

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: (_____) _____ - _____

Location: The Retreat Center @ Woodlands (cabins) OR The Lodge @ Woodlands
(circle one)

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: _____