RETREAT AND CONFERENCE
FACILITY USE
APPLICATION FORM
And
RENTAL AGREEMENT

REVISED January 2013

The Retreat at Silver Springs
Aka The CHRISTIAN CHURCH
CONFERENCE CENTER
A Ministry of the Christian Church
(Disciples of Christ) in Florida
6455 E. Silver Springs Blvd.
Silver Springs, FL 34488
Phone: 352-236-2302
Fax: 352-236-2101
www.theretreatatsilversprings.com

GROUP NAME: Florida Disciples Men, Fall Retreat

CHURCH/ORGANIZATION NAME: Florida Disciples Men

ADDRESS_7741 NW 39 Street PHONE:954-658-1580

CITY: Hollywood STATE: FL.

ZIP 33024 FAX: N/A

CONTACT PERSON: Ken Wiedman, FDM Pres. PHONE: 954-658-1580

Email Address: FloridaDisciplesMen@outlook.com

EVENT DATES: Sept. 18-20, 2020 ARR. TIME: 4:00pm DEP. TIME: 12 Noon

TYPE OF EVENT (please indicate): Men's Retreat

TO HOLD AN EVENT AND HAVE THE DATE RESERVED AT THE CHRISTIAN CHURCH CONFERENCE CENTER EACH GROUP MUST HAVE A GUARANTEED MINIMUM OF 25 PAYING PARTICIPANTS OR PAY THE INCREASED RATE.

ANY INCREASE IN THE NUMBER OF GUESTS IS ALLOWED. ANY INCREASED NUMBERS MUST BE COMMUNICATED TO THE CONFERENCE CENTER STAFF NO LATER THAN 10 DAYS PRIOR TO THE BEGINNING OF THE EVENT.

GUARANTEED MINIMUM NUMBER OF PARTICIPANTS: 35

This is the minimum number of participants that must pay for the event. The count may increase up to seven days prior to the event, but cannot be reduced below this minimum.

PLEASE NOTE: Participants under 18 years old must have responsible adult supervision while on Conference Center property. Please see "FACILITY USE AGREEMENT" Item 6.

A non-refundable deposit of $200.00 is required to reserve The Retreat at Silver Springs facilities. Please mail this document, completed and signed, the verification of insurance (see item "7", line "d", of this agreement") and your deposit to The Retreat at Silver Springs.

Initial Each Page [Signature] Page 1 of 6
FACILITY USE APPLICATION PROCEDURE

In order to provide the best services for your event, please follow the application procedure outlined below. Your event will be confirmed when we receive your deposit and this agreement.

Thank you for choosing The Retreat at Silver Springs!

> Contact The Retreat to determine possible dates for your event

> Carefully read and complete this “Facility Use Application Form” (Page 1)

> Read, initial each page, and sign the last page of the agreement. (Pages 3 – 6).

> Complete the Facility and Activity Needs that pertain to your event. (Page 5).

> Mail to the address shown below.
   1. All six pages of this Facility Use Application.
   2. Include the Verification of Additional Insured from your insurance company
      (Please see item 7 Line d on page 4.)
   3. Your $200.00 deposit check made out to “The Retreat at Silver Springs”.
   4. Your menu selections and final meal count are due no later than 15 Days prior to the Event.

The Retreat at Silver Springs
6455 E. Silver Springs Blvd.
Silver Springs, FL 34488.

Phone (352) 236-2302
FAX (352) 236-2101
FACILITY USE AGREEMENT

PLEASE READ CAREFULLY BEFORE YOU SIGN. FEEL FREE TO CALL WITH ANY QUESTIONS.

* Rules for acceptance and participation in programs at The Retreat at Silver Springs are the same for everyone without regard to age, race, color, religion, sex, disability, or national origin. “Licensee” refers to the user group entering into this agreement with The Retreat at Silver Springs for the above specified period of time.

1. Description of Premises
   a. Christian Church Conference Center (CCCC) doing business as “The Retreat at Silver Springs” agrees to permit the Licensee to use the property identified in the agreement as “facility” according to the following terms and conditions.
   b. The agreement includes the use of that portion of the facility as required to complete the objective of the renting group.
   c. The Retreat Director reserves the right to limit access to that portion of the facility reserved for another user group or is set aside for maintenance purposes.

2. Use Fees and Costs
   a. Guaranteed Minimum Fee – the Guaranteed Minimum Fee will be charged to the Licensee if the Licensee terminates this agreement without using the facility, unless the Licensee gives written notification of the cancellation no less than 90 days prior to the event.
   b. Additional Use Fees – In the event that the Licensee would request extra services not normally included in the event cost, the appropriate fees will be added to the invoice.
   c. Set-up Fee – A set-up fee of will be applied to any request for a setup other than the normal setup provided.
   d. Breakage and Damage – Licensee agrees to pay CCC the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Licensee’s use.
   e. Payment Terms – Licensee agrees to deliver payment in full to a representative of CCC prior to Licensee’s departure from the Facility. Exceptions must be approved by the Director prior to arrival. Licensee agrees to pay interest on any unpaid balance at the rate of 1% per month (annual percentage rate of 12%).

3. Cancellation Policy. All group reservations must be secured with a non-refundable deposit as defined in the contract. Deposits are due at the time the contract is signed. Failure to pay the deposit in a timely manner may result in cancellation of your group’s reservation.
   a. If a Cancellation notice is given more than 60 days in advance the deposit may be applied to another event scheduled within 12 months of the time of cancellation.
   b. If Cancellation notice is given within 60 days of the event the deposit is forfeited and the event removed from the calendar.
   c. In case of a cancellation less than 7 days prior to the event, your group will be billed for the number of meals equal to the guaranteed number of participants.

2. Food Service – Guaranteed Meal Policy and Food Service Procedure:
   a. A group must guarantee a minimum of 25 attendees for each meal scheduled during their event.
   b. In order to provide meal service, our office must receive the guaranteed count from you not less than 15 days prior to your event.
   c. An increase in your guaranteed count may be communicated up to 72 hours prior to your group’s arrival. Your group will be billed for the greater of the “Guaranteed Minimum” or the actual number of attendees.
   d. Meal Times: Unless noted otherwise, the meal schedule at The Retreat at Silver Springs is as follows:
      i. Breakfast ----------- 8:00 – 8:30 am
      ii. Lunch ----------- 12:00 – 12:30 pm
      iii. Dinner ----------- 6:00 – 6:30 pm
   e. The Retreat reserves the right to adjust the meal time as necessary to accommodate all of our guests. Such adjustments will be taken in consultation with our guests.
   f. The maximum capacity of the dining room is 120. Licensee agrees to be responsible for supervision of use of the dining facilities by guests and children.
   g. A simple snack (popcorn, cookies or ice cream cups) may be made available for an evening treat. Other snacks will be given consideration depending on the price of the snack requested.
   h. Guests are required to wear shoes while in the dining room.

3. Use of Premises and Schedule –
   a. During the term of this agreement, Licensee shall use the facilities assigned for conducting a program of his/her own design, and shall comply with all applicable laws, codes and regulations. Licensee shall notify The Retreat of the nature of its program, and shall promptly supply information concerning the program upon request. The Retreat prohibits hunting, firearms, ammunition, fireworks, and explosives at the facility.
   b. No one shall enter the pool area unless by previous agreement with The Retreat and a qualified lifeguard is on duty at the pool area. The Retreat shall, in its sole discretion, determine the minimum qualifications for said lifeguard. Pool use must be arranged at least two weeks prior to the event.

3. Health and Safety
   a. The Retreat does not provide medical supervision, treatment, maintenance, or dispensing of medications for user groups. These responsibilities belong to the Licensee.
   b. Licensee agrees to provide a qualified adult to provide basic health supervision. A qualified adult is at least 21 years of age, and possesses at least a certificate of training in first aid and CPR. Licensee must bring own first aid supplies.
   c. Licensee’s contact person shall bring and have available at all times a current list of participants that includes: names, addresses, emergency contact information, and known allergies or health conditions. For each participant under the age of 18 and not accompanied by a parent or guardian, bring a signed form granting permission to seek emergency treatment.

Initial Each Page [Signature]  Page 3 of 6
d. Emergency transportation is available through local emergency response services by dialing 911. Licensee agrees to furnish non-emergency transportation, and to inform The Retreat of any emergency situation.

Licensee will prohibit smoking in all buildings, or within twenty feet of entrance to any building.

Licensee will prohibit food in all residence cabins.

Open fires must be built only in designated campfire areas, with permission of The Retreat Director. It is understood that both The Retreat and the Licensee must comply with all lawful orders of appropriate fire control officials.

Use of vehicles at the facility is restricted to roads and parking areas as designated by the Director. No vehicles are allowed on the lawns, behind cabins, etc. Driving over a sidewalk is strictly prohibited.

Unauthorized persons are not permitted on The Retreat property. Licensee is encouraged to report any suspicious persons to the Director, The Retreat staff, or to the police.

The Retreat requires that user groups provide adequate supervision for children and teens. Supervision ratios should be at least one adult for every 8 teens, and one adult for every 6 children.

The Retreat prohibits possession and use of alcohol, illegal drugs or other dangerous substances. Firearms, ammunition, and fireworks are prohibited and violators will be reported to authorities.

4. Liability for Injury to Persons or Property

a. Licensee agrees to supervise and to assume full control and responsibility for any persons, entities or items other than The Retreat personnel or property who/which are, for any reason, on the facility by reason of Licensee’s program or use of the facility.

b. Licensee agrees to defend, indemnify and hold harmless the Christian Church Conference Center, d.b.a. The Retreat at Silver Springs, the Christian Church (Disciples of Christ) in Florida, Inc., and its past present and future directors, officers, employees, agents, and independent contractors and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of, or in any way connected with Licensee’s actions and/or failure(s) to act in respect of its use of the Facility.

c. For the purpose of this section, “any person” includes, but is not limited to, Licensee’s agents and employees, participants in Licensee’s program, and Licensee’s visitors.

d. Licensee agrees to properly insure the event for any and all accidents and emergencies, including bodily injury liability and property damage liability. LICENSEE IS REQUIRED TO ADD THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN FLORIDA, INC. TO THEIR LIABILITY INSURANCE POLICY AS AN “ADDITIONAL INSURED” IN THE AMOUNT OF NO LESS THAN $1,000,000.00. THE CHRISTIAN CHURCH IN FLORIDA REQUIRES A LETTER OF VERIFICATION OF THIS ACTION AT LEAST TWO WEEKS PRIOR TO THE DATE OF THE EVENT. PLEASE CONTACT THE DIRECTOR IF YOU HAVE QUESTIONS REGARDING YOUR LIABILITY INSURANCE RESPONSIBILITIES.

e. The Retreat at Silver Springs will not be responsible for damages ensuing from the Licensee’s event or program.

5. Coffee Setup

a. Coffee/Tea is available in the dining room throughout each meal, but not between meals. (see item “c” below)

b. Coffee/Tea service can be provided in each of the meeting rooms.

c. The availability of coffee service in the main building outside of meals times must be requested at the time the event is booked. This service will be provided in the dining room.

d. At the time your event is booked you may request the cappuccino service be made available for your event. A charge of $8.00 per 2lb. bag will be applied to the final bill. Each 2 lb. bag serves about 30 cups at a cost of 25 cents per cup.

6. Miscellaneous

a. Licensee warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.

b. This Agreement may be altered or amended only by written agreement of both parties.

c. The Retreat at Silver Springs reserves the right to require that the Licensee remove from the Facility any persons in, or in any way connected with, Licensee’s group who, in the sole opinion of The Retreat, are creating a disturbance or who are otherwise disrupting activities on the facility. Licensee agrees to permit only authorized persons to enter the facility and shall take all necessary steps to remove unauthorized persons from said facility.

d. Licensee agrees that the total number of participants on the premises will not exceed the Facility Building Maximum capacities at any time.

e. Licensee agrees that the minimum number of participants in their event shall be 25. In the event a group has less than 25 the Licensee agrees to pay the difference between the total number attending the event and the minimum of 25 attendees as required. This requirement may be waived should the Licensee agree to share the facility with another group. While two groups are present at the same the facility usage will be coordinated between group leaders and the Conference Center staff. Every effort will be made to accommodate both groups.

7. Termination of Agreement

a. CCCC may terminate this Agreement without any liability upon ten (10) days prior written notice to Licensee either 1) without cause or 2) upon a determination by The Retreat, in its sole and exclusive judgment, that the requirements of the State Fire Marshal, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on The Retreat.

b. In the event of cancellation by Licensee, Licensee will be released from payment of the Guaranteed Minimum Fee provided The Retreat receives written notice of the termination no later than 90 days prior to the event or CCCC re-licenses the same facilities for the same period of time at the same fee. The Retreat agrees to use its best efforts to re-license the facility in this event.
FACILITY and ACTIVITY NEEDS:

___ Residential Cabins: twelve available, 8 beds each, full bath, A/C, heat. **(MIN. 4 OCCUPANTS PER CABIN)**
Two cabins Fully Accessible. **BEDDING IS NOT PROVIDED.**
___ RV Spaces: There are five available with electric hookup and water. A cleanout station is available.
___ Conference Room: Two rooms available with seating for approximately 20.
___ Auditorium: A maximum of 200 occupants allowed.
___ Lounge: Seating area for approximately 35.
___ Outdoor Screened Shelters: There are four available.
___ Outdoor Chapel: A rustic chapel setting close to the forest.
___ Pool: Weather permitting. User Group must provide a certified lifeguard. (No Exceptions)
___ Prayer Labyrinth.
___ Henry Bickner Nature Center

Activity: day/time
___ Sand Volleyball Court _Weekend_
___ Basketball Court _Weekend_
___ Campfire _Sat Night 8:30pm_ ___Weekend___
___ Hiking Trails _Weekend___
___ Outdoor shelters ___Weekend___
___ Horseshoes ___Weekend___
___ Team Challenge Course ___Weekend___
___ Limited audio/visual ___Weekend___

NOTES FOR RETREAT AND RENTAL GROUPS

Welcome to The Retreat at Silver Springs, a.k.a. the Christian Church Conference Center, a ministry of the Christian Church (Disciples of Christ) in Florida! We want to be sure your stay with us is a pleasant one. Following is a list of camp rules, contact numbers and other important information. The Group Contact Person must read and agree with this important information.

CAMP RULES: This facility serves as a Christian ministry to churches, organizations and our community. Please help us keep it clean and in good repair to best serve all who use it.

> SMOKING IS PROHIBITED IN ALL BUILDINGS.
> FOOD IS PROHIBITED IN ALL CABINS AND THE LOUNGE.
> ALCOHOL, ILLEGAL DRUGS, AND DRUG ABUSE ARE STRICTLY PROHIBITED.
> ANYONE UNDER 18 YEARS OLD MUST: 1) BE ACCOMPANIED AND SUPERVISED AT ALL TIMES BY AN ADEQUATE NUMBER OF RESPONSIBLE ADULTS, AND 2) HAVE WRITTEN PERMISSION FROM A PARENT OR GUARDIAN TO ATTEND THE EVENT.
> PETS ARE PROHIBITED, WITH THE EXCEPTION OF THOSE CERTIFIED FOR AIDING A PERSON WITH A DISABILITY.
> PLEASE USE ONLY THE CABINS AND OTHER FACILITIES ASSIGNED TO YOUR GROUP.
> SWIMMING POOL IS CLOSED AND OFF-LIMITS, UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE AND A CERTIFIED LIFEGUARD IS PRESENT. WE DO NOT ALLOW RENTAL GROUPS TO "SWIM AT YOUR OWN RISK", NO EXCEPTIONS.
> KITCHEN MAY BE USED ONLY BY THE RETREAT AT SILVER SPRINGS STAFF. INSURANCE REQUIREMENTS AND HEALTH DEPARTMENT REGULATIONS PROHIBIT THE USE OF THE KITCHEN BY RENTAL GROUPS.
> SKATEBOARDS, IN-LINE SKATES, AND RELATED ITEMS ARE STRICTLY PROHIBITED FOR SAFETY REASONS.
> AUTOMOBILE DRIVING AND PARKING IN DESIGNATED AREAS ONLY.
> CAMPFIRES MUST BE ARRANGED IN ADVANCE DUE TO OCCASIONAL BURN BANS DURING DRY WEATHER AND THE AVAILABILITY OF STAFF.
> THE RETREAT AT SILVER SPRINGS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. PLEASE KEEP VALUABLES SECURE.

Initial Each Page [X] Page 5 of 6
RENTAL AGREEMENT: "This agreement between __Florida Disciples Men________
NAME OF CHURCH OR ORGANIZATION
and The Christian Church Conference Center, D.B.A. THE RETREAT AT SILVER SPRINGS, of the
Christian Church (Disciples of Christ) in Florida, Inc. is for the purpose of temporary facility
rental. As the responsible representative of the Rental Group, I have read the "Facility Use
Rates" information. By placing my initials on each page of this agreement I acknowledge an
understanding of and agreement with all aspects of this agreement. I understand the Rental
Group's responsibilities, the costs of and the services to be offered. I also understand my
responsibility to communicate all the information herein to participants of the Rental Group's
event."

Rates quoted: Per person:

$125 (2 nights lodging, 6 meals, use of the facility)
$95 (2 days, 6 meals, no lodging - for those staying in local
$63 (1 night lodging, 3 meals)

Canoes - $10 per person which includes transportation to/from river
Use of pool: $15 per hour for lifeguard / minimum of $50 charge

Changes to this agreement may result in additional charges.

Representative: ______________________ Date: 1/6/20
RENTING GROUP SIGNATURE

Representative: ______________________ Date: _______________
DIRECTOR OF The Retreat SIGNATURE

OFFICE USE ONLY: DATE OF ACTIVITY: ___________ DEPOSIT RECEIVED ___________
CHECK #_________ DATE DEPOSIT REC'D_________ DATE CONFIRMATION MAILED_________

Initial Each Page (KJO) Page 6 of 6