

Hartselle Camp Meeting  
***Contract for Reservation of Facilities***

*Revised 9-16-19*

**Mail Completed Form To:** P.O. Box 163 • Hartselle, Alabama 35640

**www.HartselleCampMeeting.com**

**I. General Information –**

Renting Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Age Group: \_\_\_\_\_ Projected Attendance: \_\_\_\_\_ # Male \_\_\_\_\_ # Female: \_\_\_\_\_

Arrival Day / Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Departure Day / Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**II. Requested Facilities –** *(Please Check Desired Rental)*

Wedding Package	_____	(Access to all 3 Buildings * for 2 days)
Puckett Youth Dormitory	_____	(Sleeps up to 100)
Puckett Meeting Room	_____	(Space for 150)
Waits Dining Hall	_____	(Space for 150)
Main Tabernacle	_____	(Seats 350)
Recreational Vehicle (RV) Hook-Up	_____	(Full Service)

\* Tabernacle, Dining Hall, & Dorm (Bathrooms for changing clothes – **NO overnight lodging**)

**III. Financial Obligation –**

Please check those which apply to your request:

\_\_\_\_\_ Wedding Package – **\$1,500** (2-Day access to Tabernacle, Dining Hall, & Dorm – **No Lodging**)

\_\_\_\_\_ Puckett Dormitory Overnight Event – **\$350** per night, or **\$10** per person (whichever is **GREATER**)

\_\_\_\_\_ Puckett Dormitory Meeting Room: Day or Evening Event – **\$250**

\_\_\_\_\_ Waits Dining Hall Meeting Room: Day or Evening Event – **\$250**

\_\_\_\_\_ Main Tabernacle: Day or Evening Event – **\$250**

\_\_\_\_\_ RV Hook-Up (Full Service – 4 locations) – **\$25** per day

A **Damage Deposit** of **\$100** (*in addition to your full balance*) is required in order to reserve event dates. This amount will be refunded *AFTER* your event **IF** the facility is properly cleaned, and there are no damages. The property will be inspected by our staff following your event. If cleared, the **Damage Deposit** will be refunded by check (mailed to the Renting Person or Organization at the address on the contract for reservation). The **Renting Person or Organization** must pay all rental fees, **in addition to** the Damage Deposit, at least **10 days** before the date of the event. If you are renting the Puckett Dorm and are unsure of your final number, please pay the **\$350** per day minimum in advance for overnight lodging, and any additional amount for more than 35 persons can be paid upon arrival.

#### **IV. Cancellation Policy –**

If you cancel your reservation, the following provision applies:

- The additional **\$100 Damage Deposit** will be forfeited if the reservation is canceled less than 30 days prior to your scheduled event.

Exceptions to the Cancellation Policy:

- Original reservation group finds an acceptable replacement group.
- The event is cancelled due to reasons beyond the control of the Renting Organization or the Hartselle Camp Meeting, **per approval** by the Hartselle Camp Meeting Board.

#### **V. Camp Guidelines –**

1. Activities will not be allowed that contradict the overall vision of the **Hartselle Camp Meeting Association**, or that break the laws or ordinances of the City of Hartselle, or the state of Alabama.
2. The Board of Directors has the right to remove or prohibit any group or individual from the property belonging to the Hartselle Camp Meeting Association if they do not abide by this policy.
3. Curfews established by the Board of Directors must be followed by all who use the facilities.
4. The Board of Directors of the Hartselle Camp Meeting maintains the right to amend or change these guidelines as they deem appropriate.
5. The Renting Organization is responsible for providing adequate care, supervision (including required background checks), and activities for children and students attending with their group.
6. All youth groups (under 18) are required to have adult counselors (21 or older) within a ratio of 1 female counselor for every 10 girls and 1 male counselor for every 10 boys.
7. Profanity, tobacco products, and alcoholic beverages are not permitted on campus. Use or possession of illicit drugs will result in the guests being asked to leave.
8. Possession of fireworks / firearms is not permitted.
9. All requests for persons with restricted mobility should be made during the reservation process. Assistance dogs accompanying their master are welcome. However, personal pets belonging to guests are not allowed.
10. The Renting Organization is **financially responsible** for replacing broken game equipment beyond normal wear and tear, extraordinary damages to property, and excessive cleaning costs. A detailed statement covering such damage will be issued to the Renting Organization.
11. All guests are requested to assist in conserving energy and water whenever possible.
12. There can be **NO open flame or bonfire** (including use of candles) at any time on the grounds. *Exception:* Grill cooking is allowed on the south side of the Dining Hall within a designated area.
13. Renter must attend an arrival inspection and orientation tour of the facilities, to be conducted by a camp representative at the beginning of your stay.

#### **VI. Cleanup Checklist for ALL Facilities –**

1. Please do not leave any garbage or trash in buildings or porch areas. Bag all garbage and place it in the brown containers on the concrete pad on Tabernacle Road (next to the Dining Hall).
2. Insure all Heating / Cooling units are left at appropriate levels per the season as you exit (Leave the air conditioning on 80 degrees in warm months, and the heat on 50 degrees in cool months).
3. Clean bathrooms before leaving.

4. If the Kitchen is used, make sure the stove is turned off and left clean. Clean the general kitchen area. Please take all food / drinks that you brought with you.
5. Clean bathrooms before leaving.
6. Clean floors in all rooms that were used. Vacuum the Meeting Room stage (Puckett Dorm), and sweep the meeting area and game area. Wet mop the kitchen and bathrooms, as needed.
7. Store all cleaning supplies and game equipment used.
8. Insure all lights are off.

These facilities have been provided for the Glory of God, and for your pleasure. Please help us maintain them and report any damages to us!

**VII. Certificate of Liability Insurance –**

Our insurance carrier requires that all groups **staying overnight in the Puckett Youth Dormitory** provide the Hartselle Camp Meeting with a current Certificate of Insurance (minimum of \$1,000,000 coverage). This must be done prior to arrival. This certificate needs to include: Liability coverage, and must name the Hartselle Camp Meeting as an additional insured party.

**VIII. Leader / Renter Agreement –**

I (*Leader / Renter*) hereby agree to:

1. Inform my group of all of the Hartselle Camp Meeting guidelines.
2. Maintain supervision of the group at all times.
3. Complete the Cleanup Checklist (which is also posted in each Facility) before departure.

The Leader / Renter further agrees to indemnify and hold harmless the Hartselle Camp Meeting, their respective officers, their respective agents, and their respective employees from any and all claims, damages, losses, and expenses arising from negligent, wantonness or other tortuous actions of the Renting Organization and / or the Renting Organization’s employees and / or its agents or representatives.

\_\_\_\_\_  
Leader / Renter’s Signature:

\_\_\_\_\_  
Date completed:

\_\_\_\_\_  
Hartselle Camp Meeting Official’s Signature:  
(A copy of the signed Contract will be returned to the Renter by Mail)

\_\_\_\_\_  
Date completed:

In planning for your event, **please contact the following:**

<b>Leeann Sparks</b> , Reservations Director	256.654.1372 (Cell)
<b>Tom Sparks</b> , Camp Caretaker	256.654.1373 (Cell)

**Make checks payable to:** Hartselle Camp Meeting

<p>✓ <b>Post Office:</b> Hartselle Camp Meeting P.O. Box 163 Hartselle, AL 35640</p>	<p><b>Physical Address:</b> Hartselle Camp Meeting 35 Tabernacle Road Hartselle, AL 35640</p>
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**NOTE:** ✓ Mail this Form to the **Post Office Address Only!**