

Beersheba Springs Assembly

Guest use terms & conditions

We serve as a place of inspiration study and fellowship for generations of people seeking respite and spiritual direction for their lives. Our mission is offer gracious hospitality while providing opportunities for connecting with God and Community.

Beersheba Springs Assembly will do all that we can to make your retreat/event a success. The following information, policies, and procedures have been created to help you have a successful event at our site. All policies and procedures are for the benefit of both the Assembly and those using the facilities.

Reservation Procedure & Policies

To Reserve Facilities and Meals:

Upon a requested reservation, a hold will be placed upon the requested dates and facilities for 15 days. The tentative reservation hold will apply to meeting space, lodging, Dining hall meals, and other orders found on the Contract.

In order to confirm this reservation, please return the Booking Contract, Acceptance of Responsibility, and a 25% non-refundable deposit within 15 days. The deposit will be applied to your final balance.

The tentative reservation hold will be released if the Booking Contract, Acceptance of Responsibility, and a 25% deposit are not received at the end of 15 days. Please contact the office if an extension of time is needed.

The Assembly reserves the right to book other groups simultaneously if capacity allows unless your event has reserved the whole site.

If you plan to increase your guaranteed attendance number, please contact the Assembly ASAP. You may increase your guaranteed number if room is available.

Groups will be charged for the number of rooms reserved and the number of meals ordered when you give your final meal count two weeks before your retreat date.

Two Weeks Before Event:

A final count and an updated Reservation Needs form must be submitted two weeks before your event.

Upon Arrival:

Please check in at the Assembly Office upon arrival. It is located at the corner of Dahlgren and Armfield in the Lower Hotel.

You will need to provide the following:

- o Final Payment for the event
- o Rooming List - Please use the form provided to you. This allows us to efficiently and safely handle any site emergencies.
- o Updated schedule of events

You will receive the following:

- o Receipt for payment
- o Contact information for "On-duty Host"
- o Welcome Packet

Attendance Adjustment & Cancellation

Attendance Adjustments:

If you plan to increase your guaranteed attendance number, please contact the Assembly ASAP. You may increase your guaranteed number if the rooms are available.

No reduction of charges will be allowed two weeks (14 days) before the event.

Cancellation Policy

All deposits are nonrefundable. The Assembly must receive notice of cancellation at least 30 days in advance of the beginning date of the retreat. If the cancellation notification is received at least 30 days before the event, the deposit may be applied to a rescheduling of the event within 1 year of the original date. The deposit may be transferred one time only and may be used only by the same user group. If cancellation is not received 30 days prior, the deposit is forfeited.

Lodging and Facility Policies

We ask that all groups using the Assembly at the same time mutually respect the other's program and reserved spaces. Please coordinate activities and use of the Chapel and Vesper Point through the Program and Retreat Director.

Check-in/check-out times: Check-in time is after 3:00 pm, and check-out time is before 11:00 am. If set up/tear down time is needed before check-in or after check-out, please contact the office to see if time is available.

No furniture or equipment shall be removed from rooms or meeting areas without permission.

Lodging rooms will be serviced on a limited basis. Extra bath amenities and linens are available upon request.

Any items to be put on meeting room walls, lobby walls, lobby area, or directional signs must be removed promptly upon departure. Any damages to these areas will be assessed to the group leader.

Please respect other guests and the surrounding community by observing quiet time from 11:00 pm until 6:00 am.

We love pets, and they cannot stay at camp. Please make alternative arrangements for their care.

The Assembly is a non-smoking center, grounds and rooms included, and is insured as such by the Conference. Guest smoking is available on the streets or the Overlook across from the Hotel only. Thank you for informing your group and respecting this policy.

Alcohol and illegal drugs are not allowed on the Assembly property.

Groups using the Assembly are responsible for all damage to the Assembly property. Any damage should be reported to camp staff immediately.

Fireworks and firearms are not allowed on the Assembly property.

Guest vehicles are to remain parked in designated areas during your stay. Please have event guests park away from sidewalks and cart paths.

General Policies

Set up and takedown of reserved meeting spaces should coincide with your event. If extra time is needed, please check with Guest Services to see what options are available.

The Assembly reserves the right to exercise final authority over bands, disk jockeys, musicians, and other entertainment about volume and professionalism. This applies to all musicians and entertainers whether they are engaged by the customer or through the Assembly.

Prices are subject to change without notice. The price in effect on the date the initial deposit is the price you will be charged.

Insurance

Beersheba Springs Assembly provides limited medical and accident insurance. This is secondary insurance, covering significant portions of what an individual's primary policies do not cover when injured on the Assembly property.

Any persons injured while on the Assembly property must fill out an accident report form. We are in NO WAY RESPONSIBLE for inadequate supervision on the group's part.

By signing the Booking Contract and Acceptance of Responsibility for use of the Assembly, the group agrees to relieve, absolve, and forever release the Tennessee Western Kentucky Conference and Camp Retreat Board and the United Methodist Church from liability for damage to property of/or injury to persons with said group.

Safe Sanctuaries

All groups must maintain at least a 1 adult to 7 children/youth ratio. It is advised that you provide training like Safe Sanctuaries to all event staff to minimize the potential risk to the event participants, event leadership, and the Assembly.

Adult supervision of children/youth is required at all times.

The Assembly advises

We advise that all groups using the Assembly:

Bring the following documents for its participants; names, addresses, emergency contact names and numbers, health history conditions, or special considerations of all persons attending your event. For minors without a parent onsite, please have a signed permission slip in the event the minor should need emergency medical treatment.

Bring an adult with CPR and first aid certification from a nationally recognized provider such as American Red Cross to be on duty for their group's emergency care. We advise groups to bring their own first aid supplies.

Groups are responsible for handling any medical emergency. The group is responsible for all emergency transportation. The nearest care is at Fast Pace Urgent Care, 931 Old Smithville Rd, McMinnville, TN 37110.

If someone is transported to the emergency room, medical care is sought out, or a guest is sent home for illness or injury, the group is expected to inform the host of the circumstances.

Emergency procedures

The On-Call Host may be reached at the camp office at 931.692.3669 or by the provided cell phone during after-hours emergencies.

If an intruder or unauthorized person is in the area, notify the On-Call Host immediately so that the proper authorities may be notified.

If someone in your group is lost or missing, notify the On-Call Host immediately. If needed, proper authorities will be contacted.

Dining Hall Policies

Meals are cooked by reservation only and are served in the dining room. Meal times are as follows:

Friday Night Supper:	6:00 p.m.
Saturday/Sunday Breakfast:	8:00 am
Saturday/Sunday Lunch:	12:00 Noon
Saturday Supper:	5:30 pm

Please plan your schedule around these times. The only exception to this is if you are the only group on campus. Different meal times must be coordinated with us.

Refreshments can be provided when scheduled in advance. Fees may vary.

Acceptance of Responsibility Contract

I understand I am responsible for communicating, following, and enforcing the Retreat Contract to my guest group/event. I understand that failure to abide by the Retreat Contract will result in additional fees.

I understand that I will assume any and all liability for ANY accident of participants in the guest group/event while at Beersheba Springs Assembly; the facility and grounds are accepted as they are.

In consideration for the use of the facility and grounds, the guest group/event agrees to defend, indemnify and hold harmless Beersheba Springs Assembly and the Tennessee Conference, its Board, employees, and representatives from all claims, actions, damages, liabilities, and expenses of any nature resulting in loss of life, personal or bodily injury, and/or damage to property arising out of or from any occurrence in, upon, or at Beersheba Springs Assembly.

I understand that the group is responsible for providing medical personnel and for all medical expenses for all participants while at Beersheba Springs Assembly.

If either party uses a fax/digital transmittal, then the fax/digital copy shall serve as an original until an actual original is executed and received by both parties.

I understand that there is a mandatory Occupancy tax of 8% which will be added to my invoice at the time of my final payment, regardless of my group's tax status.

As the person responsible for the guest group/event, I will be liable for full payment of the guaranteed attendance as outlined in this agreement.

I acknowledge that I have received, read, understood, and accept the Assembly's policies, change orders, and general rules. My signature also signifies my agreement with Beersheba Springs Assembly to uphold the above-listed covenants.

Group Leader : _____ (please print)

Signature: _____ Date: ____/____/____

Please sign, date, and return this Acceptance of Responsibility with your signed Booking Contract and deposit.