



PO Box 133
Galena, OH 43021-0133
www.AgapeRetreats.org

Reservation Contract for Agápe Retreat Center

located at 2284 Dutch Lane Road, NE, Newark OH 43055

Organization: _____

Arrival Date: _____ Time: _____

Address: _____

Departure Date: _____ Time: _____

City: _____

Estimated Number of people: _____

State: _____ Zip: _____

Description of event: (i.e.: meeting, youth retreat, workshop):

Phone: _____

Fax: _____

Authorized Contact: _____

Facilities Requested: (minimum fee deposit per night in parentheses)

Address: _____

Agápe Lodge (\$175/night) Faith Lodge (\$80/night)

City: _____

Fern Cottage (Closed) The Pines (Closed)

State: _____ Zip: _____

Other per agreement

E-mail: _____

Minimum Fee Deposit enclosed: _____

Phone: _____

Deposit is non-refundable, rain or shine.

2nd Phone: _____

Security Deposit (\$100 per building upon arrival): _____

Make Checks payable to: Agápe Retreats, LLC

P.O. Box 133, Galena, OH 43021-0133

Phone: 740-745-2462

Fax: 740-548-4929

I have read the rental information, rules, and guidelines and by signing this Reservation Contract, our group agrees to abide by those rules and guidelines. Alcohol use and smoking in non-designated areas result in total loss of security deposit and the privilege to use Agápe Retreats, LLC facilities for three years. Plus, our group waives all right of action against Agápe Retreats, LLC and agrees to indemnify them against any losses arising out of our group's occupancy. By signing this contract our group agrees that our insurer will be the primary insurer for any losses that occur during our visit. Certificate of Insurance will be provided upon request.

Authorized Signature: _____

(signature)

(date)

(print name)

(title)

NOTE: This contract and deposit must be received within 15 days of your *Reservation Request* to guarantee a reservation. Without a prior *Reservation Request*, this contract and deposit are subject to availability. Minimum Fee Deposits are non-refundable. Total balance due at check-in.

Office Use Only Below this Line

Deposit Amount: _____ Check # _____ Money Order Cash

Deposit Received: _____

Confirmation Sent: _____

(Month/Day/Year)

Facility	Maximum Capacity	Description	Minimum Deposit (Non-Refundable)	Cost per facility
Agápe Lodge	35	Agápe Lodge consists of three dorm rooms (8-10 persons each), two lofts for optional sleeping space, a gathering room with large wood burning fireplace, a dining room for up to 50 people, a kitchen and two private bathrooms with showers.	\$175/night	\$350/night ¹
Faith Lodge	16	Faith Lodge consists of two dorm rooms, a gathering room with a wood burning stove, a dining room for up to 16 people, a kitchen and a private bathroom with shower.	\$80/night	\$160/night ¹
Fern Cottage	N/A	The Fern Cottage is a cozy cabin with a sleeping loft, small kitchen and private bath with shower. Listen to the creek from the deck or front porch. (Currently closed for repair.)	\$24/night	\$48/night
The Pines	N/A	The Pines is a timbered area where new seedlings are popping up. You can pitch a tent in designated areas for primitive camping. The Barn in this area provides electricity. Rates based on group camping. Non-group, individual camping based on availability.	\$50/night	\$5/night per person

¹ Single night retreat fee on Friday or Saturday nights is \$450 per night for Agápe Lodge; \$210 per night for Faith Lodge.

² **Seasonal Discount** - May, June, July, and August rental fees will be reduced by 10% for Agape and Faith Lodges.

- * The minimum deposit and signed contract are required within two weeks of receiving your reservation request in order to confirm your overnight reservation. Tentative reservations will only be held for 15 days without a deposit, beyond that, a deposit will only be accepted if space is still available.
- * A **Security Deposit** of \$100 per building reserved is required in addition to the minimum reservation deposit. The Security Deposit is due at check-in. This deposit will be held and refunded upon satisfactory exit inspection. See rules and guidelines for a complete explanation. You will be billed for repairs and/or replacements due to damage or loss. Firearms, alcohol use, drug use, or smoking in non-designated areas results in total and immediate loss of Security Deposit, as well as the privilege of using Agápe Retreats, LLC facilities for a period of three years.
- * Any outstanding balance will be charged at 2% interest per month. Applicant agrees to pay any collection costs that Agápe Retreats, LLC incurs in the collection of the unsecured balance.
- * If your confirmed date needs to be changed, we offer a one-time transfer of the total deposit to an available date within six months of original confirmed date or a future date approved by Agápe Retreats, LLC. After that time, the total deposit will be forfeited if not used. **NOTE:** Reservation deposits for **October** dates are not transferable and are not refundable.
- * **Forfeiture of Deposit:** Groups that cancel a confirmed reservation within ten days of their scheduled arrival date will forfeit their total deposit and are not eligible to transfer their deposit to another date.
- * The balance due will be collected at the time of arrival. Groups may not exceed building capacity and must use overflow cabins and/or rent another building (based on availability).
- * Reservations of three or more consecutive nights will receive a 10% discount for the entire event.
- * **Check In/Check Out:** Standard Check In is 3:00 p.m. and Check Out is 1:00 p.m. Fees are based on a 22-hour stay. Groups can request alternate check in/check out times based on availability. Stays exceeding 24 hours will be billed in half day increments. All stays that extend beyond 5 p.m. may be billed an additional night's fee (subject to prior agreement and availability).
- * **Day Use:** Agápe Retreat Center is available for single Day Use with no overnight stay. Please contact Agápe Retreats, LLC for rates and availability. Use of the Gazebo may require rental of Agápe Lodge, Faith Lodge, or Fern Cottage.

Agápe Retreat Center Rental Information, Rules, and Guidelines

Safety Rules

Whether you are a newcomer to Agápe Retreat Center or a veteran camper, all guests must make safety their first and highest priority. Camping may involve use of fire circles, hiking in hilly areas, exploring near the creek, and exposure to plants, insects, and animals that usually are not found in urban areas. Guests are responsible for their own insurance, and by signing the reservation contract waive all right of action against Agápe Retreats, LLC. Please read carefully the safety information provided below and read and follow all notices posted in the facilities.

Pool. The pool is permanently closed. The area occupied by the former pool is off limits to all guests.

Fire. Wood is provided for use at designated fire circles and for use in fireplaces. Do not gather your own wood for fireplaces. Should you need additional firewood, contact the management. All fire preparations must be conducted or supervised at all times by adults. Do not build a fire larger than you can control.

Hiking. Agápe Retreat Center is a hilly, wooded area with deep cut ravines. Caution is necessary to avoid slipping or falling when hiking on trails or roads that border the ravines. Log walking is dangerous and should be avoided. Please report any new fallen logs which span any of the ravines or block trails.

Creek. A small creek runs through a section of the camp. It is normally quite shallow and both children and adults enjoy walking along the banks and wading in the water. If there is substantial rain, however, flash flooding regularly occurs. All guests must exercise caution and avoid going near the creek whenever rain is falling. **No exceptions.**

Emergencies. In case of an emergency, guests may use the telephone provided in the Agápe Lodge and Faith Lodge. 911 service is provided in Licking County. The telephone number of Agápe Retreats, LLC is posted next to the telephone, along with other emergency numbers for poison control, electrical outages, etc. You will be notified as to the location of the site manager upon check-in.

Animals/Pets

Please leave your pets at home. **Exception:** Helper animals are allowed to accompany their owners. Other special arrangements may be necessary from time to time and will be addressed on an individual basis.

Firearms and Weapons

Please leave them at home! Including paintball and air guns.

Telephone

A telephone is provided in the Agápe Lodge for the safety and convenience of our guests. When making long distance calls outside the local dialing area, please use a personal phone card. You will be invoiced for long distance charges incurred during your stay.

Parking

Guests **must** park in the designated parking lots at the Center entrance and use the footbridge to cross the creek and enter the retreat center. Water levels allowing, groups may use **one vehicle** to cross the creek to drop off food and equipment to the small, restricted parking area at the Agápe Lodge and the vehicle is to be returned to the parking lot immediately upon unloading. Any vehicle parked longer than one hour in restricted areas will be charged \$100 per day. The site manager is usually available to help transport belongings in a Center vehicle. Individuals with disabilities and the elderly may be transported to the Agápe Lodge. Please notify Agápe Retreats in advance of any transportation needs.

Accessibility

Agápe Retreat Center is quite hilly and there are no paved roads. Access for anyone with a disability can be quite a challenge. The facilities are old and the restrooms have not been updated. However, the Agápe Lodge and Faith Lodge are both on relatively flat ground and a sidewalk connects the two buildings. All guests considering rental of the Agápe Retreat Center should inspect the facilities before making a decision and this especially applies to guests with disabilities.

Smoking, Drugs, and Alcohol

Agápe Retreat Center is a smoke-free, drug-free, and alcohol-free facility. Smoking is discouraged and is allowed only at fire rings, designated areas, and the parking lot. Please, **no smoking on the Agápe porch** as it is a walkway to the Faith Lodge. Butts are litter, so dispose of appropriately. Use of drugs and alcohol on Center property is cause for immediate expulsion and loss of any payments and security deposits.

Stewardship

Agápe Retreats, LLC is committed to preserving the land at Agápe Retreat Center as far as possible in its natural condition. An ethic of stewardship and responsibility for all the life forms at Agápe Retreat Center is encouraged for children as well as for adults. Guests are asked to respect all the plant life, animals, soil and water on the premises. This includes, for example, taking care to not: cut trees, break off limbs, dig up plants, damage trails, or pollute or disturb waterways. Hunting of animals or use of any firearms is strictly forbidden, as well as paintball, air or pellet guns. Guests may not use any motorized vehicle on the campgrounds, including "dirt bikes," snowmobiles, or "off-road" machines. No littering of any kind is permitted. Recycling and/or trash containers are provided in all of the buildings and in other locations on the grounds.

Remember the Hiker's Code: "Take nothing but pictures; Leave nothing but footprints."

Additional Buildings

There are a number of small buildings and cottages at Agápe Retreat Center. You are welcome to use all of the common areas of the grounds. However, your rental agreement will limit you to the use of only those buildings that are agreed upon in your contract. Disturbing buildings and/or other visitors may result in loss of your Security Deposit and/or expulsion from camp. Be sure to inform your group of their responsibilities to respect others and the property.

Boundaries

Upon check-in, you will receive a sketch of the Agápe Retreat Center, its buildings, and its boundaries. Please familiarize yourself with the area and know where you are supposed to be. There are white PVC pipes at the corners and turning points along the boundary. The pipes are far apart and you can walk off the property without realizing it. Generally, you are leaving Agápe Retreat Center, if you cross a fence or go outside the boundary path. Please attempt to stay on the property at all times during your stay.

Cleaning and Recycling

Guests are responsible for leaving the Agápe Retreat Center facilities in the same condition (or better!) in which they were found. This includes the grounds, the lodges, and cabins, including thoroughly cleaning the kitchen area and removing all trash, food items, and equipment brought into the camp. All materials that can be recycled, including cans, glass, plastic bottles, and newsprint, must be cleaned and disposed of. No open food items should be left in refrigerators or cupboards. Food donations to the Center need to be sealed and unopened.

Chaperones

All groups must have a minimum of two adult chaperones. Youth Groups require same sex chaperones; and one (1) adult for every seven (7) youth under age 18. Adult chaperones are required to stay in each building used. We suggest that an adult stays in each lodge dorm room as appropriate. Chaperones are expected to maintain discipline of their group to ensure a safe retreat experience for everyone using the Center.

Quiet Hours

The Agápe Retreat Center observes Quiet Hours from 10 p.m. to 7 a.m. During this time, no one under 18 is to be outside of assigned areas without an adult. Please respect the experience of other campers on the property and the Center's neighbors.

Payment of Fees

The balance of your fees are due at check-in with the site manager and will be calculated as outlined in this packet. If your group exceeds the building occupancy limit, you will be expected to pay \$15/person over the stated limit.

Reservation Deposit & Security Deposit

The minimum non-refundable deposit to confirm your reservation is the minimum retreat fee as outlined in this packet. Your non-refundable deposit may be transferred once to another date, within six months and based on availability, in the event you must postpone your visit. **Exceptions:** Groups that cancel a confirmed reservation within ten days of their scheduled arrival date will forfeit their total deposit and are not eligible to transfer their deposit to another date. Reservation deposits for **October** dates are non-refundable **AND** not eligible for transfer to another date.

An additional Security Deposit of \$100 per building per reservation is required at the time of arrival. Agápe Retreats, LLC will gladly refund your security deposit after we have made a satisfactory exit inspection of the facility following your stay. Any damages will be deducted from your security deposit and those in excess will be invoiced and payable upon receipt.

Your Security Deposit may be forfeited if your group:

1. Damages, defaces, or removes any Agápe Retreat Center property.
2. Fails to comply with the Rules and Guidelines of Agápe Retreat Center and Agápe Retreats, LLC.
3. Disturbs other people and/or unoccupied buildings during your stay.
4. Abuses long distance telephone service during your stay. Agápe Retreats, LLC will invoice your group for telephone charges if the Security Deposit has already been returned.
5. Brings firearms, alcohol, or drugs on property.

Immediate forfeit of security deposit for:

1. Unauthorized vehicles crossing the creek.
2. Walking or climbing on roof of any building except to preserve human life.

Contact Information

Agápe Retreats, LLC

Keith Johnson, president
P.O. Box 133
Galena, OH 43021

Office/Retreat Center Phone (local to Newark, Ohio):
740-745-2462

Office Fax (local to Columbus, Ohio):
740-548-4929

E-mail:
info@AgapeRetreats.org

Web site:
www.AgapeRetreats.org

Agápe Retreat Center location:
2284 Dutch Lane Road, NE
Newark OH 43055