

**Lutherhaven Ministries**  
**Camp Lutherhaven & Shoshone Mountain Retreat**  
**Guest Group Contract :: Effective 1/2023**



**Group Name:** CDA Charter School  
**Event:** Outdoor Education  
**Location:** Shoshone Mountain Retreat  
**Contact Person:** Sonia York  
**Address:** 4904 N Duncan Dr, Coeur d'Alene, ID 83815  
**Phone Number:** 208.676.1667  
**Email:** syork@cdacharter.org

**ARRIVAL DATE:** Group 1 Monday May 15, Group 2, Wednesday May 17th.      **TIME:** 11:00am  
**DEPARTURE DATE:** Group 1 Wednesday May 17, Group 2, Friday May 19th      **TIME:** 12:30 pm

**Group must provide a list of dietary restrictions (see policies) 10 days in advance of the arrival date.**  
**Group must provide a guest count to the camp office ten days in advance of arrival and will be billed for that minimum.**

**Estimated Number Attending:** Group 1: 59 students, 10 adults, 3 teachers (72) Group 2: 57 students, 10 adults, 3 teachers (70)  
**Tentative Lodging Location:** Big Creek  
**Tentative Meeting Room/s:**

**Meals Provided:** Monday dinner through Friday lunch  
**Standard Meal Times:** Breakfast: 8:30; Lunch: 12:30; Dinner: 5:30; Brunch: 9:30

**Estimated Total Due:** \$11,856.20  
**Deposit Amount:** N/A  
**Deposit Due Date:** N/a

**PAYMENT IN FULL IS DUE UPON ARRIVAL.** In an effort to decrease fees, we prefer payment via check. We gladly accept Mastercard, Visa, American Express, and Discover.

For Groups with Established Master Billing, final payment due net 30 days from the final day of retreat.  
**Final Payment Due Date:**

**Signed Contract Due Date:** March 1st, 2023

See next page for rates & details

*Shayla Durick*      2/2/2023  
Customer Signature      Date

Faythe Vollrath      1/30/2023  
Date

Signature Representing Lutherhaven Ministries

Due to current market fluctuations this pricing is set as of the date stated on this contract and does not factor inflationary increases. Pricing may be subject to increases related to material, food and gas. We hope you understand given the current environment and we will only enter this space if necessary.

### Agreed upon rates & details

Pricing includes 2 night stay, 6 meals, and full programming. Charter is divide into two groups - M-W and W-F
116 Students at \$94.45 = \$10,956.20
20 Adults at \$45 = \$900
6 Teachers - classroom teachers are free
<b>Estimated total = \$11,856.20</b>

### CONTRACT, LETTER OF AGREEMENT, GUEST GROUP POLICIES, & DEPOSIT:

Thank you for selecting Lutherhaven Ministries for your upcoming event. We truly look forward to serving you and your group. Please read through the following carefully.

**Note: If you've booked an event with Lutherhaven Ministries in the past, these documents have recently changed.**

**Additional Release: DISCLOSURE, RELEASE OF LIABILITY, AND INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, attached.**

This is a **Letter of Agreement** between your group and Lutherhaven Ministries. All arrangements are being held on a tentative basis and require your signature on the enclosed copy of the **Contract**, this **Letter of Agreement**, and the **Guest Group Policies**, along with your **Deposit**, before the **Due Date** indicated on your Contract. If we have not heard from you by then, your event space may be released to another group.

Between now and your **Due Date**, unless you have signed this **Contract**, should another organization request the same dates and be in a position to confirm immediately, we will advise you and you will have two business days to sign this **Contract** and return it with your deposit.

### FINAL PAYMENT:

Your balance is due upon check-in. We accept cash, check, or credit card. Any additions at the time of your event must be paid for by the end of the event. Groups with established master billing shall pay their balance net thirty days from the final day of their function. Billing for late payments will incur interest of 1.5% per month.

### EVENT SPACE:

Multiple groups typically share our facility at the same time. Your accommodations and meeting rooms may be reasonably reassigned to another equivalent space, based on overall numbers utilizing camp, or if a larger group requiring a larger meeting space is sharing camp. Your understanding helps us be a faithful steward of camp by operating at capacity and not turning away groups.

### ATTENDEE GUARANTEE AND FINAL COUNT:

Lutherhaven relies on you to bring the number of guests set forth in your **Contract**. Untimely decreases in your numbers will cause Lutherhaven Ministries to suffer lost revenue and lost revenue potential, as other potential bookings for your space will have to be turned away. **You must provide Lutherhaven your best estimate of accurate guest numbers 90 days out from your event.**

**Notification of the final number of participants for all meals and accommodations is due not less than 10 business days prior to your start date. If your final numbers are not received 10 business days or more prior to your start date, your 90-days estimated number will be considered final, or your actual number of attendees, whichever is greater.**

#### **CANCELLATION POLICY & NO SHOWS:**

In the event of full cancellation, you agree to forfeit the non-refundable **Deposit** to Lutherhaven Ministries. If fewer attend your event than were confirmed in your final 10-day count, you agree to a \$50 charge per no show. For Outdoor Education Groups Only: A cancellation fee equal to 20% of the estimated total due will be incurred upon cancellation.

#### **IMPOSSIBILITY OF PERFORMANCE:**

This **Contract** will terminate without liability to either party if performance of either party's obligations is prevented by an unforeseeable, unpredictable, or impossible cause reasonably beyond that party's control, including but not limited to acts of God, regulations or orders of governmental authorities, epidemics and pandemics, fire, flood, disaster, restriction upon travel, civil disorder, or any delay in necessary and essential construction or renovation at a Lutherhaven Ministries' facility.

#### **LIABILITY AND CONTRACT POLICY:**

1. Lutherhaven Ministries reserves the right to refuse the use of its facilities to any group if such use is
  - a) determined to be potentially detrimental to the health and safety of patrons, b) potentially disruptive to the normal function of Lutherhaven Ministries, or c) contrary to the mission of Lutherhaven Ministries.
2. You agree to reimburse and hold harmless Lutherhaven Ministries for the fair value of any damages or losses caused to Lutherhaven Ministries' property or to third persons or their property by your group, guests or invitees.
3. You agree to defend, indemnify and hold Lutherhaven Ministries harmless from any claim, liability or expense, including attorney's fees, which may result from your organization's use of the facility, unless the claim, liability or expense arises solely from the negligence of Lutherhaven Ministries.
4. **You may be required to submit a copy of your group's or organization's liability policy with Lutherhaven Ministries, Inc., named as an additional insured.**
5. Changes can be made to these agreements only in writing. This document constitutes a complete and binding **Contract**. Should your event take place at Lutherhaven Ministries without this executed **Contract**, it is understood you acknowledge and agree to all provisions herein.

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#### **GUEST GROUP POLICIES**

1. The Group Leader is responsible for **informing their group** of camp policies, and seeing that all policies are upheld.
2. **All guests and visitors must REGISTER at the office** upon arrival at camp.

3. In the event of an **EMERGENCY**, contact a staff person. For Emergency Medical Services, DIAL 911. Basic first aid supplies are available from your camp host. **An AED is located in the kitchen.**
4. **CHECK-IN AND CHECK-OUT:** Find arrival and departure information on your Contract.
5. **PHONES, INTERNET & OFFICE USE:**
  - At Lutherhaven, Verizon cell reception is sporadic and there is no ATT reception. There is no cellular reception at Shoshone.
  - **Photo copies** are available at each camp office for a fee.
  - Lutherhaven may have wi-fi internet available for group use; ask your camp host. There is no public wi-fi at Shoshone.
6. **WATERFRONT USE:** Persons **swimming, canoeing, boating, floating, or using the docks** without a lifeguard present do so at their own risk. If your group plans to use the waterfront or watercraft during your time at camp, request a copy of our **Waterfront Policies**. Children and youth swimming must be actively supervised at all times by an adult 21 years of age or older who is not in the water.
7. If Lutherhaven is doing active **PROGRAMMING** for your group, individuals must complete our **Program Participant Activity Release**. **A parent must sign for a minor child.**
8. Lutherhaven Ministries is **TOBACCO FREE**. Tobacco products are NOT permitted.
9. **FOOD SERVICE:**  
Lutherhaven Ministries is the sole provider of meals at Camp Lutherhaven and Shoshone Mountain Retreat, except in Forest House at Shoshone, or unless other arrangements are expressly made in writing as part of your contract. A minimum of 12 guests on camp is required for hot meal service. Continental breakfasts and sack lunches may be available for smaller numbers. Weekend groups must include four or five Lutherhaven meals in their retreat package when meals are served at camp, starting with Friday dinner. Guests may provide their own snacks.  
  
For groups providing their own meals at Shoshone Mountain Retreat, the Forest House kitchen is stocked with cooking utensils and dishes. Styrofoam or plastic tableware is not allowed. Your group must use the kitchen in accordance with health standards. There is an additional charge if we must clean up the kitchen after your group departs.  
  
Meal times are 8:30 breakfast, 12:30 lunch, 5:30 supper, and Sunday brunch 9:30 AM, unless changes are made as part of your contract. Meals are served either family or buffet style. All groups using the camp eat together. It is our tradition that Christian graces are led at mealtime.  
  
**Please notify us ten business days in advance of any food allergies on our Dietary Request Form at [www.lutherhaven.com](http://www.lutherhaven.com).** We do not serve peanuts or tree nuts as part of our menus; however, certain foods may contain nut byproducts as part of their processing, and packaged nut products are available on camp.  
  
**Food and beverages** are not allowed in any sleeping rooms, with the exception of water bottles.
10. **ALCOHOLIC BEVERAGES:** Beer and wine only are permitted with written permission from Lutherhaven Ministries as part of your Contract when you agree to abide by and enforce established written restrictions.\*
11. For groups bringing **UNACCOMPANIED MINORS**, a signed permission to seek emergency treatment must be obtained.

- a. Groups bringing children or youth must provide one adult (21 or older) for every ten youth. Children and youth under 18 must be supervised by an adult (21 or older) **at all times**.
  - b. **Groups MUST conduct criminal and sex offender background checks on all adults chaperoning children and youth.**
12. The **Challenge Course, High Ropes, and Climbing Tower** are available with prior reservation and facilitation by camp staff.
  13. Guests bring their own bedding, towels, and toiletries; unless linen rental is arranged prior to arrival for an additional fee.
  14. Camp has neighbors right next door. **Maintain QUIET HOURS between 9 pm and 8 am**; please respect neighboring property and stay within camp boundaries.
  15. **PETS are not allowed**, with the exception of ADA service animals.
  16. We are not responsible for **lost or stolen items**.
  17. **WEAPONS NOT ALLOWED:** Because we are a camp and retreat ministry primarily serving children and youth, weapons are not permitted on any Lutherhaven Ministries property. This means that no one, including employees, campers, guests or other individuals, is permitted to bring a weapon onto any Lutherhaven Ministries property or to any camp program without the express written permission of the Executive Director.  
  
Weapons include any firearm, knife, dangerous chemical or sprays, explosives (including fireworks), etc. Weapon also includes any toy, sport, or look-alike weapon, regardless of its use or purpose.
  18. **Please see your camp host with questions, comments or concerns.**

### **ALCOHOLIC BEVERAGES POLICY**

Guests and rental groups may consume beer and wine at camp only under the following conditions:

You obtain prior written permission from Lutherhaven Ministries as part of your guest contract; and you abide by and enforce the following restrictions:

- a. Alcohol is never allowed in common areas, including the beach, unless specified as part of your contract;
- b. Alcohol is consumed in moderation;
- c. You immediately and safely remove from the premises or function any person who has over-consumed alcohol, who is apparently intoxicated, or who is under the legal age for consumption of alcoholic beverages;
- d. You and everyone for whom you are responsible abide by all applicable laws; and
- e. You obtain and submit a copy of any insurance required by Lutherhaven Ministries (such as event insurance, which is required for weddings, family reunions, anniversaries, etc.) that names Lutherhaven Ministries as an insured.

## GUEST USE OF WATERFRONT & WATERCRAFT

The following requirements for waterfront and watercraft use will be strictly enforced.

When Lutherhaven guards are not on duty, groups are advised to provide their own *nationally certified* guards, who must follow the policies below, and Red Cross or other certifying agency waterfront safety regulations and emergency procedures. The camp must receive written documentation of each lifeguard's current certification, prior to arrival at camp.

The following safety regulations apply to all guest use of the waterfront areas:

1. **PERSONS SWIMMING OR CANOEING WHEN A LIFEGUARD IS NOT PRESENT DO SO AT THEIR OWN RISK.**
2. Non-registered guests MUST check in with the camp host at arrival.
3. Alcohol is not permitted in the swimming area or on the beach; impaired behavior due to intoxication will not be tolerated.
4. Always swim with a buddy; solo swimming is never allowed.
5. Swimmers must remain within the designated swim areas.
6. A parent, adult relative, or guardian (21 or older) must accompany and *actively* supervise a child under 18 years of age. ***Keep an eye on children at all times, even when lifeguards are present!***
7. Non-swimmers may not swim in the deep section without a properly fitting pfd (life jacket).
8. Pets are never permitted on any beach or within any swimming area.
9. Glass containers are not permitted within any swimming area or on the beach.
10. No use of any water toys, Corcls, or stand-up paddle boards when a lifeguard is not on duty.
11. Diving from the docks in the shallow end of the waterfront is never allowed, nor is diving ever allowed while swimming at Shoshone Mountain Retreat.
12. No running or horseplay.
13. No food or beverages are permitted within the Lutherhaven dock area.
14. Smoking is not allowed at camp.
15. No swimming after dusk or before dawn.
16. Canoes and other watercraft are never allowed in the swimming area. No use of camp watercraft is permitted without express permission. Camp power boats are NOT available for public use.
17. Properly fitting personal floatation devices (life jackets) are required at all times when using any canoes, Corcls, stand-up paddle boards, or other watercraft.
18. Appropriate swim attire must be worn.
19. Swimming is not permitted if lightning storms are within 5 miles from the swim area or thunder is heard.
20. Group leaders are responsible for the conduct of their group.
21. In the event of an emergency, contact 911 and give your location to the dispatcher.

**Check Each Box:**

Group Leader has read, understands, and agrees to

- 1) All provisions of the Letter of Agreement;
- 2) All provisions of the Guest Group Policies;
- 3) Inform their group of Lutherhaven's Guest Group Policies, including the alcohol policy and policy prohibiting weapons of any kind on Lutherhaven property; and
- 4) Ensure their group follows Lutherhaven's Guest Group Policies.

  
 \_\_\_\_\_  
 Signature of Group Leader

2 Feb. 2023  
 \_\_\_\_\_  
 Date

Sonia Bertek  
 \_\_\_\_\_  
 Printed Name

208 676 1667  
 \_\_\_\_\_  
 Phone Number

Faythe Vollrath  
 \_\_\_\_\_  
 Signature Representing Lutherhaven Ministries, Inc.      1/30/2023  
 \_\_\_\_\_  
 Date

Revised 1/2023  
**Additional Release for 2023: DISCLOSURE, RELEASE OF LIABILITY, AND INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, attached.**

Return one signed copy of this **Letter of Agreement & Guest Group Policies** and one signed copy of the enclosed **Guest Group Contract** along with your **Deposit**, before the due date indicated on your Contract, to:

*Lutherhaven Ministries  
 3258 W. Lutherhaven Rd  
 Coeur d'Alene, ID 83814-1327*