



# Teen Missions Retreat & Conference Center

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Email: info@teenmissions.org • www.ChristianRetreatCenter.com

## Retreat Reservation Agreement

Fill out completely and return to Teen Missions. A copy will be mailed to you as your confirmation.

Group Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Arrival time: \_\_\_\_\_ Arrival date: \_\_\_\_\_  
 Departure time: \_\_\_\_\_ Departure date: \_\_\_\_\_  
 Type of event: \_\_\_\_\_  
 Number in group: Min. \_\_\_\_\_ Max. \_\_\_\_\_  
 Age of group: # of Preteens: \_\_\_\_\_ # of Teens: \_\_\_\_\_ # of Adults: \_\_\_\_\_

**MEALS** Breakfast - 8:00 AM, Lunch - 12 PM, Dinner - 5:00 PM  
 Times can be adjusted if we are notified ahead of time.

**Arrival day**  
 Breakfast (# attending) \_\_\_\_\_ @ \$4.50 per person = \_\_\_\_\_  
 Lunch (# attending) \_\_\_\_\_ @ \$6.00 per person = \_\_\_\_\_  
 Dinner (# attending) \_\_\_\_\_ @ \$8.50 per person = \_\_\_\_\_  
 Pizza & Soda (# attending) \_\_\_\_\_ @ \$5.50 per person = \_\_\_\_\_

**Departure Day**  
 Breakfast (# attending) \_\_\_\_\_ @ \$4.50 per person = \_\_\_\_\_  
 Lunch (# attending) \_\_\_\_\_ @ \$6.00 per person = \_\_\_\_\_  
 Dinner (# attending) \_\_\_\_\_ @ \$8.50 per person = \_\_\_\_\_

**Full days (# attending) \_\_\_\_\_ @ \$19.00 per person = \_\_\_\_\_**

**Meal Total \$ \_\_\_\_\_**

### MEETING ROOMS

Conference room: (# days) \_\_\_\_\_ @ \$50.00 per day = \_\_\_\_\_  
 Chapel: (200 cap): (# days) \_\_\_\_\_ @ \$50.00 per day = \_\_\_\_\_  
 Screened in room: (# days) \_\_\_\_\_ @ \$10.00 per day = \_\_\_\_\_

**Meeting Room Total \$ \_\_\_\_\_**

### HOUSING

# Single Males: \_\_\_\_\_ # Single Females: \_\_\_\_\_ # Married Couples: \_\_\_\_\_

**Dorm Rooms:** (Sleeps 10 per room, bunk beds, air conditioned with bathroom)  
 (# of people) \_\_\_\_\_ x (# of nights) \_\_\_\_\_ @ \$18.00 per night = \_\_\_\_\_

**Private Rooms:** (Sleeps 1-2 per room, double bed, air conditioned with bathroom)  
 Additional occupants \$13, children with parents \$8  
 (# of rooms) \_\_\_\_\_ x (# of nights) \_\_\_\_\_ @ \$34.00 per night = \_\_\_\_\_  
 Additional occupants total = \_\_\_\_\_

**Cabins:** (Sleeps 10 people, bunk beds, air conditioned)  
 (# of people) \_\_\_\_\_ x (# of nights) \_\_\_\_\_ @ \$15.00 per night = \_\_\_\_\_

**Tents:** (Sleeps 2 per tent, you set up, \$20 deposit required for each tent)  
 (# of tents) \_\_\_\_\_ x (# of nights) \_\_\_\_\_ @ \$5.00 per night = \_\_\_\_\_  
 Tent deposit total = \_\_\_\_\_

**Linens\*:** Includes sheets, towels, pillows, wash cloths and blanket  
 (# of people) \_\_\_\_\_ @ \$4.00 per person = \_\_\_\_\_  
 \*Or you may provide your own at no cost.

**Housing Total \$ \_\_\_\_\_**

### RECREATION

Canoe rental (# Canoes) \_\_\_\_\_ @ \$5 per day = \_\_\_\_\_  
 Campfire (Fri & Sat only) # \_\_\_\_\_ @ \$15 per night = \_\_\_\_\_

**Recreation Total \$ \_\_\_\_\_**

Also available - Swimming, basketball, volleyball, horseshoes, badminton, and ping pong. A certified lifeguard with valid CPR and First Aid training can be provided.

### DEPOSIT POLICY

A non-refundable deposit of 10% of the estimated total cost is required to hold reservation.

Estimated Total Cost \$ \_\_\_\_\_

Deposit (10%) \$ \_\_\_\_\_

*Agreement form must be received at least three weeks prior to requested dates. Cancellations must be received in writing two weeks prior to arrival dates. A 10% fee will be assessed for all cancellations and late registrations.*

Payment in full is due upon arrival following registration, along with all notarized release forms for each attendee. Make all checks payable to Teen Missions International, Inc.

It is agreed that as part of the consideration for Teen Missions International, Inc (TMI) to accept the undersigned group, TMI shall not be liable for any damages whatsoever in the event of injury, illness, or death of any member of said group for any cause whatsoever, including negligence. The undersigned releases TMI, it's directors, and employees, therewith of any such liability, and agrees to pay any damages, and to also pay any attorney fees and costs of TMI if any claim is made against TMI, it's directors, and employees. The undersigned agrees to abide by all TMI policies including those listed in "Pre- Arrival information" and to see its group members also abide by such policies. A guaranteed minimum number of attendees must be provided to TMI at least one month prior to arrival. Food supplies must be purchased by TMI in advance of the conference. Groups will be charged for the guaranteed number of attendees or the actual number of attendees, whichever is greater. The actual numbers must be provided to TMI at least one week prior to the group's arrival date.

**Acceptance of terms stated is made by signing below and returning agreement with 10% deposit.**

Contact Person Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

#### Office Use Only

\_\_\_\_\_ Deposit & Security Check enclosed

Check # \_\_\_\_\_

\_\_\_\_\_ Accepted by Retreat Center Coordinator

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Director Approval \_\_\_\_\_