

# *The Encounter Center – Application*

1000 RESTORATION WAY, KILN, MS 39556 ▪ P.O. BOX 3207, GULFPORT, MS 39505  
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WEBSITE: WWW.THEENCOUNTERCENTER.COM

## **RESERVATION REQUEST:**

Requests are accepted up to 12 months in advance of date on a first-come, first-served basis.

Name of Church/Organization: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Dates of Desired Occupancy: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Type of Group (Youth, Adults, Families): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Deposit Enclosed: \_\_\_\_\_

Group Leader: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone No.: (Day) \_\_\_\_\_ Telephone No.: (Night) \_\_\_\_\_

We do hereby agree to hold *The Encounter Center* and its agents, employees, volunteers and vendors, harmless from any and all liability, actions, causes of actions, claims, expenses, and damages on account of injury to person or property, even injury resulting in death, which we now have or which may arise in the future in connection with the activity or participation in any other associated activities.

We expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Mississippi and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto, and the terms of this release are contractual and not a mere recital.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF. This is a legally binding agreement, which I have read and understand.

Responsible Party Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

## **FACILITIES INFORMATION:**

The general mission of *The Encounter Center* is to provide a Christ centered retreat facility for the purpose of promoting evangelism, spiritual growth and fellowship.

All facilities and grounds at *The Encounter Center* are designated as ALCOHOL and TOBACCO free, no pets are allowed. Profanity, loud or abusive behavior or language will not be tolerated. Please inform all members of your group of these policies. Violation of these policies may result in additional charges or expulsion from *The Encounter Center*.

\_\_\_\_\_ Initials

**2009 FEE STRUCTURE**

**ACCOMMODATIONS:**

- Regular room has one queen bed and two sets of bunk beds
- Handicap room has one queen bed and one set of bunk beds
- Pastor’s Suite has one queen bed, one set of bunk beds and a kitchenette/living room area with a refrigerator, microwave and coffee maker
- \$25 per person per night – one night stay\*
- \$22 per person per night – two or more night stay\*
- \$20 per person per night – five or more night stay\*

\*Rates quoted are per person per night and are based on a 5 person per room occupancy for regular rooms and 3 per room in the handicap rooms and Pastor’s Suite. Additional charges apply when rooms are occupied at less than maximum occupancy per room. Room rates include room, and bed linens. **Towels are NOT provided.**

**MEETING ROOMS:**

- Large Room - \$250 per day (fee waived when 35 or more beds are occupied or fee will be reduced by \$125 per day when 15-34 beds are occupied)
- Small Room - \$125.00 per day (fee waived when 15 or more beds are occupied)

**2009 FOOD SERVICE:**

**MEALS:** The minimum number of people served is 15. The combined total of all groups present is used.

**MEAL SCHEDULE:**

Breakfast 8:00 am – Lunch 12:00 pm – Dinner 6:00 pm.

Your entire group should be prepared to eat together at the established meal time. Please be on-time for meals as food will only be available for a limited time. Rates are per person, per meal. Cafeteria building will open at scheduled meal serving time and will be closed one hour after meal service begins.

**COST:**

Breakfast: \$7 – Lunch: \$8 – Dinner: \$9.00 – Snack: \$3

**PLEASE FILL IN THE DAYS AND NUMBER OF MEALS DESIRED:**

	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
Breakfast							
Lunch							
Dinner							
AM Snack							
PM Snack							

\_\_\_\_\_ Initials

## **RESERVATION PROCEDURE**

Contact us to check your dates for availability.

Accurate reservations are essential. We must operate at maximum guest volume in order to maintain rates. Late cancellations and no shows limit us in making facilities available to others. Help us by reserving space for your *actual anticipated numbers*. Accommodations are guaranteed only for the number for which a deposit is paid. Your deposit is for a specific date and therefore is NON-TRANSFERABLE.

### **REQUIRED DEPOSIT/ATTENDANCE GUARANTEE:**

Within 7 days of your request for reservations (not the date of your event) mail your completed application (sign the first page and initial each page) along with your initial deposit of \$250. This initial deposit will guarantee your date and beds for 10 people.

### **45 DAY NOTICE:**

Contact us 45 days prior to your event to adjust the number of reservations for which beds are being held. You will also need to mail an additional deposit of \$25 for each attendee in excess of 10 needing overnight accommodations. If we do not receive an updated deposit 30 days prior to your event we will only guarantee the availability of 10 beds.

### **7 DAY NOTICE:**

Please call 7 days prior to your retreat with set up information such as the number of handicap rooms needed and menu selection.

### **ATTENDANCE LIST:**

Provide us with an attendance list showing the names of each person staying overnight. This list may be emailed or faxed to *The Encounter Center* prior to your arrival or may be brought by the group leader to registration on the first day of your event.

### **CANCELLATION POLICY:**

Groups canceling their entire event 60 days or more before arrival forfeit no money. Cancellations must be received in writing, by FAX or email and must be confirmed. Groups canceling within 30 days of the contracted date are responsible for a minimum payment of 90% of the cost of their retreat for the number reserved.

### **FINAL PAYMENT:**

Final payment is expected upon arrival. The final payment will be based on the actual number of attendees or a minimum payment of 90% of the cost of your retreat for the number reserved (whichever is greater) even if you cancel all participants. Accommodations are guaranteed only for the number for which a deposit is paid. **Charges for any damages may be billed following departure.**

### **MERCHANDISE SALES:**

*The Encounter Center* prohibits sales of merchandise, including snacks and drinks, by participants, visitors, or personalities, except items specifically approved by *The Encounter Center* before sales begin.

\_\_\_\_\_ Initials

## ***Guidelines for Use***

*LEADERS ARE RESPONSIBLE FOR INFORMING THEIR GROUP OF POLICIES AND REGULATIONS.*

These rules are designed to provide a Christian atmosphere, a healthy environment, and reduce the risk of injury. They also provide for the respect of the facilities.

### **General Guidelines:**

- We ask you to assist in keeping the grounds and buildings clean.
- Items not permitted: illegal drugs, alcohol, knives, tobacco, guns, skateboards, skates, rollerblades, fireworks, or anything detrimental to the intended atmosphere.
- Observe 11:00 pm until 6:30 am as quiet time so all guests may enjoy a quiet and peaceful night of rest.
- To help maintain the quiet and retreat setting for all guests, we ask that no groups/individuals use ANY form of amplified sound in any outdoor area (PA Systems, CD/tape players, etc.).
- All youth groups (under age 18) are required to have adult counselors (21 or older) with a ratio of 1 female counselor for every 7 girls and 1 male counselor for every 7 boys. Every effort should be made to insure sponsors and counselors of children and youth are properly screened to protect participants from acts of abuse. This screening might include, but is not limited to, background checks, criminal record checks, interviews, and fingerprinting.
- Profanity, loud or abusive behavior or language is not permitted.
- No pets are allowed on the grounds or in the rooms.
- No water balloons, shaving cream, silly string or other items of disruptive nature are allowed.
- In order to reduce the likelihood of injury the speed limit is 10 mph throughout the grounds and the use of motor vehicles is restricted to arrival and departure. Parking is allowed only in designated areas.
- **Groups are financially responsible for damages to buildings, grounds or equipment, as well as items missing from the rooms, and excessive cleaning costs. Statements covering such damage will be issued to the sponsoring organization for full payment and may be billed after your departure.**
- Assist in conserving energy and water whenever possible.
- Vacate dormitory rooms by 4 pm on day of departure. Depart by the designated departure time.

### **Dress:**

- Maintain standards of conduct and dress in keeping with Christian dress standards. Parents and counselors are primarily responsible for the dress of those they bring.
- Walking/long shorts are acceptable for Bible Study, worship, recreation, track times, & fellowships.
- Immodest shorts or tops, distasteful monograms, other extreme clothing or garments advertising alcohol, tobacco, or of a suggestive nature are not acceptable.
- Shoes must be worn in worship, classes, and cafeteria.

### **Recreation:**

- Walking trails are provided throughout the property. For your safety we request that you walk only on marked trails, be aware of and avoid any wildlife that you may encounter.

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