

ABBA'S HAVEN

2020 Contract For Use

Thank you for the opportunity to serve your group at Abba's Haven. Please read this entire document thoroughly. We will be better able to serve your group if everyone has a clear understanding of the terms of accommodations, financial responsibilities, and our camp policies.

The Guest Group's Director and/or Representative, the person who has the authority to be responsible for contacting our facility, **may make final revisions of numbers or meal times on this contract up until 5 days prior to use of the facility. After this point, camp groups will be billed according to numbers agreed upon by this contract, and if numbers increase, they will be billed accordingly.**

Financial:

- A refundable deposit of \$100 is required to accompany the return of this rental contract. *(For annual camps, the deposit can be rolled over as a temporary hold for the following year, otherwise the deposit amount will be deducted from the final total at the end of camp.)*
- Groups not enclosing a deposit risk the forfeiture of their desired date.
- Any damages to property or equipment will be charged at the actual cost and will be deducted from the pre-paid deposit, or billed to the group if the amount is more than the deposit. *(A walk through with an Abba's Haven staff member before departure of group is required.)*
- In the event that a Group finds it necessary to cancel, conditions for return of the deposit are as follows:
 - Full refund of the \$100** - 60 days prior to the date of arrival
 - No refund of the \$100** - within 30 days of date of arrival
- All suggested donations should be received upon completion of use. **Guest groups must make payment before final departure.**

Current Suggested Donations For Camp Usage:

- \$ 42.50/day per person *(includes one night and three meals).*
- \$ 500 minimum charge a day, per camp usage.
- Invoices will be provided by Abba's Haven before departure and are based on the daily rate.
- **Guest groups will be charged the daily rate, per person, regardless of arrival time or eating preferences. There is no discount given if campers choose to miss a meal, bring their own food, leave early, or simply decide to not spend the night.**
- **Guest groups now have the option of paying a \$100/day flat rate if they wish to bring a team (1-6 people) up the day prior to their camp usage for set-up. No food will be provided, but an Abba's Haven staff member will be there to open everything up and then remain on site.**

Meals:

- We provide our guests with 3 meals a day.
- Abba's Haven will supply the food used and the cooks necessary in preparing the meals.
- Meal times must be prearranged in advance by notating the desired times on the Guest Group Agreement.
- Specific meal requests or any "medical" dietary requirements need to be disclosed on the Guest Group Agreement. **Guests with major dietary needs may be required to bring their own food.** Contact Abba's staff **prior to arrival** to ensure everyone is on the same page.
- Meals will be served cafeteria style unless previous arrangements have been made.

Policy Guidelines:

- To use Abba's Haven, Guest Groups must honor Abba's "Mission Statement" & "Code of Conduct" (*Please see page 3.*)
- Each Guest Group must furnish proof of insurance (*a certificate of insurance with minimum limits of \$1,000,000 per occurrence naming Abba's Haven, Inc. as an additional insured*). All Guest Groups also agree to hold Abba's Haven and New Life Church free from any liability.
- **No alcohol or use of illegal drugs will be permitted on the premises.**
- **No fireworks or use of firearms are permitted without prior consent.**
- The Group's Director or Renter Representative is required to participate with the Abba's Staff in a walk through inspection of the facilities prior to the group's arrival, and upon departure of the group.
- Guest Group's arrival and departure times must be prearranged upon approval of the Guest Group's request and will be a part of the "Guest Group Agreement".
- For insurance purposes, **Guest Groups are not allowed on premise without a member of Abba's Staff present.** A staff member will arrive at the time designated on the Guest Group Agreement, and a staff member will lock the camp up after group departure.
- If wanted or needed, each Guest Group is responsible to furnish it's own nurse, doctor, lifeguard or EMT and first aid supplies.
- Each Guest Group will be responsible for leaving the facilities and grounds in a clean and orderly fashion. A list of what needs to be done is posted in each building.
- **All beds and mattresses are not to be rearranged or moved without prior consent.**
- All groups staying at Abba's Haven for more than 48 consecutive hours must have an accurate list of the names, addresses, and ages of all their guests.
- All groups with children ages 18 and under must have an adequate number of adult cabin leaders and staff, **with no less than 1 adult to every 7 non-adult campers. At least one adult is required to stay in each sleeping room with campers.**
- Bonfires must be in designated areas, and only with the permission of Abba's staff, due to fire regulations. Any bonfires must be overseen by a responsible adult from the Guest Group.
- **We reserve the right to decline the use of Abba's Haven.**

Sound System & Video Projection:

- Abba's Haven has a very basic PA system with a microphone, 2 speakers, and a computer that runs Pro Presenter, Powerpoint and plays CDs or DVDs. Anything beyond this is up to each Guest Group to provide. **We ask that you do not adjust the settings on the computer or projector.**

Additional Addendums To Contract:

- Horseshoe pits, volleyball court, basketball court, folf course, indoor recreation room and other equipment are available for use. Any replacement costs for missing or damaged equipment will be the Guest Group's responsibility. Read the **Activities Addendum** for more information.
- The "Snack Shack" is available during the summer months. Read the **Snack Shack Addendum** for more information.
- Paintball is available during the summer **for an extra charge.** Read the **Paintball Addendum** for more information.

ABBA'S HAVEN Mission Statement

Abba's Haven is a part of the non-profit corporation New Life Church. Abba's primary purpose is to serve the Christian community by providing it's facilities to be used in order to promote Christian principles, family values, spiritual refreshing, spiritual growth, and to help advance God's Kingdom.

ABBA'S HAVEN Code of Conduct

- No alcohol or drugs (*except those prescribed for health*) are allowed.
 - Smoking/vaping is strongly discouraged, and will only be allowed in the designated outside areas by those over the age of 21.
 - Inappropriate, immodest or sexually revealing attire is not allowed.
- The kitchen is off limits to non-staff members unless helping with dishes or needing medical attention. Kitchen equipment can only be used by staff.
 - Please do not rearrange bunk beds, mattresses or other camp property without prior permission.
- All staff, property, buildings and wildlife are to be treated with respect.
- There will be no co-ed rooms, unless it is a family camp or couples retreat.
 - Sexually explicit conversation, or any sexual contact with another person other than your spouse, is not allowed.
 - Verbally abusive behavior, including angry or vulgar language, swearing or name-calling is not allowed.
- Harassment or intimidation by words, gestures or body language is not allowed.
 - No music, movies or computer/phone activities that are beyond PG-13.
 - No fighting, unruly horseplay or extreme practical jokes will be allowed.
 - Only bottled water is allowed in the chapel area, no food or drink.

ABBA'S HAVEN

Guest Group Agreement

Please Do Not Complete This Agreement Until The Entire Contract Has Been Read.

I have read the "ABBA's HAVEN Contract For Use" and am in agreement with it: _____
INITIALS

Date(s) of Usage:

Name of Guest Group _____

Group Director or Representative _____ Phone () _____

Church Affiliation _____ Phone () _____

Mailing Address _____

Anticipated Attendance _____

Accommodations:

Housing with 3 meals Day use only

Day & Date of Arrival _____ Time _____

Day & Date of Departure _____ Time _____

Start my meals with _____ on _____
Breakfast, Lunch or Dinner Day & Date

My last meal will be _____ on _____
Breakfast, Lunch or Dinner Day & Date

Meal Times each day _____, _____, _____

Special Meal Requests *(Including any medical or dietary restrictions)*

Proof Of Insurance Enclosed: YES / NO
(Camp use not permitted without proof of insurance)

Estimated Suggested Donation For Usage:

\$ 42.50 x # of people _____ = \$ _____ x # of days _____ = \$ _____ Sugg. Donation

Total Suggested Donation \$ _____

Total Deposit Enclosed: \$ _____ (\$100) or check box for a deposit carried over.

By virtue of your signature at the end of this contract, you agree to respect and honor the ministry of Abba's Haven. You also agree to, and will abide by, the guidelines as set forth in the "Contract For Use" and Abba's "Code of Conduct". You agree to be held liable for any damages to the facilities, grounds or equipment.

Signature of Authorized Representative

Date

We are looking forward to welcoming you upon your arrival.
If you have any questions, please call us @ 406.656.0171

Send Application And Deposit To:

*Abba's Haven
c/o New Life Church
3950 Temple Place
Billings, MT 59106*

RECREATIONAL EQUIPMENT ADDENDUM

(A set of car keys is required upon arrival as a deposit to ensure inventory is all returned before departure.)

An inventory sheet must be signed by Group Representative and Abba's Haven Caretaker for equipment check-out upon arrival, and equipment check-in upon departure.

**** Your group will be billed for the cost of any missing or damaged items ****

Would like to have access to Rec. Room in Lodge: YES / NO

Would like to have access to Sports Shed & Equipment: YES / NO

SNACK SHACK ADDENDUM

(June - August Only • No Extra Charge)

Would like to have Snack Shack available: YES / NO

Number of times open each day (up to 3 times): _____

Times you would like it open each day (eg. 10:30 AM): _____, _____, _____

PAINTBALL ADDENDUM

(\$150 Minimum Fee, Extra Insurance Coverage Is Not Required For Paintball)

Would like to have paintball available: YES / NO

We have a total of 25 guns that are available for rent.

The cost per gun is \$15/day which includes a full 16oz CO2, barrel plug, and a mask.

Paintballs are available for the cost of \$10 per bag (Bag has 500 paintballs).

**** For Insurance and Safety reasons, the following rules are in effect: ****

- guest groups are not allowed to provide their own paintballs
- any gun that is used on the playing field must be chronoed down to 280 feet per second
- every person who plays must sign a "waiver of liability" and the "hold harmless agreement"
- masks must be worn by everyone who plays

Day and time for paintball: _____ Number of paintball guns needed: _____

\$ _____ + \$ _____ = \$ _____
(# of guns x \$15) (# of bags of paintballs x \$10) (Total Due With Contract)

Please contact church office at 406.656.0171 (at least 72 hours in advance) to go over details.

Please write a separate check for "Paintball Addendum" payable to: New Life Church