



JUBILEE LODGE DAY USE RESERVATION FORM

COST: \$700 for 12 hour day

★ Requires a \$200 refundable deposit

★ Evidence of Insurance to be email to NWCN at dianne@nwchristiannetwork.com

Physical Address: 5605 Jubilee Dr. SE Turner, Oregon

Mailing Address: PO Box 413, Turner, OR 97392

Phone: 503-743-2101 email: info@nwchristiannetwork.com

Fill In Completely:

Date of Rental: _____ Time of Arrival: _____ Time of Departure: _____

Estimated Number of Guests: _____ Type of Event: _____

PERSON in CHARGE: _____

Mailing Address: _____

Email: _____

Phone: _____ Phone: _____

\$200 Deposit (The deposit MUST be paid at the time of reservation in order to secure rental dates; deposit is fully refundable at the conclusion of your event per agreement. NWCN polices must be followed.)

Today's Date: _____ **Method of Payment** _____

Rental Fee Payment Due two weeks prior to rental date.

Amount Paid: _____ Date Paid: _____

Amount Due: _____ Evidence of Insurance (Certificate) _____

Notes:

The user group agrees to abide by the polices set forth below:

1. Comply with and enforce all NWCN polices as stated on following page.
2. Standard Fee Schedule
3. Abide by all State Health Regulations

Person In Charge Signature: _____ Date _____

NWCN Representative: _____ Date _____

PLEASE NOTE CANCELATION POLICY

- * 60 Days prior to arrival date = Full refund of deposit
- * Later than that and the deposit is forfeited.

NWCN/Oregon Christian Camp & Retreat Center Rental Policies

1. **Deposit**—Your deposit is refundable. *It will be returned to you by mail* after an inspection of the property demonstrates that you have done the required clean-up and there is no damage to equipment, buildings or grounds.
2. **Check-In**- Upon arrival at the NWCN grounds you will be given a check-list and supplies for clean-up.
3. **Alcohol, Drugs, Firearms are not permitted.** (deposit is forfeited if evidence of beer, wine, alcohol, drugs, firearms is found)
4. Smoking is *not* allowed in any of the NWCN buildings or on the OCC grounds.
5. Speed limit-5 MPH.
6. **Lost or Stolen Items**—NWCN is not responsible for any lost or stolen items. Be sure to check your entire area(s) well before leaving the grounds.
7. **Equipment**—Any OCC equipment used needs to be put away and in good repair when you leave.
8. **Furniture**—If you move furniture please put it back when you leave.
9. Loud music must quiet down at 10 PM.
10. Must comply with camp safety policies and direction by NWCN Staff

I have read understood the above policies and will abide by them. I understand that if I do not comply with the above policies I forfeit my \$200 deposit.

Signed: _____ **Date:** _____