



Retreat House Reservation Form

Cost:

\$250 per night

★ Requires a \$200 refundable deposit

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

Northwest Christian Network

Physical address: 5605 Jubilee Drive SE

Mailing address: PO Box 413

Turner, OR 97392

Phone: 503-743-2101

Email: info@nwchristiannetwork.com Website: www.nwchristiannetwork.com

FILL IN COMPLETELY

Dates of Rental: _____

Date of

Date of

Arrival

Departure

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) Today's date: _____

Amount Paid _____ Date Paid _____

Amount Due _____

Notes:

The user group agrees to abide by the policies set forth below.

1. Comply with and enforce all NWCN policies.
2. Standard fee schedule.
3. Abide by all State Health Regulations.

Signed _____ Date _____

OCC Representative _____ Date _____

PLEASE NOTE OUR CANCELLATION POLICY

- ★ 60 Days prior to arrival date = Full Refund of deposit
- ★ Later than that the deposit is forfeited.

NWCN 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.**
4. Smoking is *not* allowed in any of the NWCN buildings or on the NWCN grounds.
5. At least ONE person cooking in kitchen needs to have a valid Oregon Food Handler's card.
6. Speed limit-5 MPH.
7. 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.
8. Equipment—Any OCC equipment used needs to be put away and in good repair when you leave.
9. Furniture—If you move furniture please put it back when you leave.
10. **There is no life guard on duty. Please provide swimming supervision.**
11. At least ONE person needs to be in charge of First Aid and have a valid and current First Aid card.
12. Must comply with camp safety policies.

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: _____