



Valley Baptist Mission Education Center
Valley Baptist Retreat
Group Contract

1600 E Business 83 Mission ,Tx 78572
Reservations (956)585 -4393

Group name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Pastor's Name: _____

Contact Person: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Event Date: _____ to _____

Est. arrival date/time: _____ Est. departure date/time: _____

Estimated Group Number: _____ # of Males _____ # of Females _____

of Nights _____ # of Meals _____ (if provided by VBMEC)

First meal: (circle) B L D / Last meal: (circle) B L D

Facility Needs

(please check all that apply)

Chapel: _____ Dates/Times _____ Seats 200

Orange Conference Room : _____ Seats 200

Dates/Times: _____

Ruby Red Conference room _____ Seats 100

Dates/Times: _____

STOP! Please send a copy of the first page of this form via email to

Vbr.vbmec@gmail.com. An invoice will be sent to you based on the group numbers you provide to us in this form.

Important: Event dates are secured ONLY when VBMEC/Valley Baptist Retreat camp receives the required deposit and completed signed contract.

- All events require a 25% deposit **per person**. This is calculated based on projected attendance and will be deducted from final amount due. _____ is due for your event deposit. This deposit will be applied to your total invoice.
- Groups will be required to give VBMEC a **FINAL COUNT** 10 business days prior to the event and are expected to mail payment prior to event or bring balance with them to camp. If the number of participants at the event is lower than the "final count" the group will still be responsible for the "final count" number.
- Deposits are not transferable or refundable within 60 day of event.
- VBMEC does not accept cash payments. Payments need to be made using a check, cashier's check or money order only.
- Prices are subject to change. Group will be billed at prices current at time of event.
- Any additional payments are net 15 days.
- Persons requesting reservations are responsible for authorizing all arrangements and will not hold VBMEC responsible for any omissions of the reservation. Therefore, no verbal details for a reservation will be considered part of the rental agreement.
- **A damage deposit of 200.00 is required** which will be refunded if there are no incidents during your stay. Please make this out as a separate check from your deposit check. Persons/organizations renting the facility are responsible for any damage to the facility incurred during their use of the buildings. If the damage costs exceed the cleaning/damage deposit, the person/organization will be responsible for the actual cost to repair and clean the affected facility. Payment for repairs must be made within 20 business days.

Policies, Guidelines, and Agreements

MINISTRY POLICY AND STATEMENT OF FAITH

In accordance with its Articles of Incorporation, the corporation is organized overseen by an appointed Board of Trustees made up of representatives from Texas Baptist churches. Our core beliefs hinge on two principles:

- 1) The Bible is the only inspired Word of God;
- 2) Jesus alone is both Lord and Christ. He really lived, He died for our sins, He was raised from the dead, and He is one with God.

It is our policy to make the camp and retreat center available to other Christian groups and non-profit organizations so long as the group's purpose and objectives are not perceived to be contrary or contradictory to the teachings of Christ and the Scriptures.

It is VBMEC's/ Valley Baptist Retreat desire to be used of God to fulfill His purpose in the lives of men and women and especially children and youth. We welcome groups that we view as having similar purposes, and reserve the right to exclude groups that teach doctrine that is contrary to our position and conscience.

POLICY AGREEMENT

We agree to respect the beliefs of VBMEC/ Valley Baptist Retreat as set forth in their ministry policy and statement of faith. We will do nothing by word or act or otherwise that will any way detract from the testimony of this ministry.

It is understood that VBMEC/ Valley Baptist Retreat is free to determine not to rent the facilities upon the date(s) at issue or negotiate with another group for rental on the same day(s) until VBMEC/ Valley Baptist Retreat receives a signed contract with deposit.

INSURANCE/LIABILITY

VBMEC does not provide accident/medical insurance for guests. Groups using VBMEC /Valley Baptist Retreat are encouraged to obtain camp or trip insurance for each participant if the church insurance does not cover them. If you need this insurance you can find it on the website of VBMEC at www.vbmec.org Go to the missions tab , go down to the world globe and click on tab to purchase insurance through Gallagher International

Groups using VBMEC / Valley Baptist Retreat must provide proof of event insurance with Coverage of not less than 1,000,000 through your insurance company. An ACORD certificate of Liability Insurance Naming :

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3700 E Harrison Ave.

Harlingen, TX 78572

as additional insured in the certificate Holder box. This must be sent prior to your arrival at VBR .Please send to Vbr.vbmec@gmail.com. If you do not have insurance please contact us so we can help you obtain this insurance on a short term basis. Guest group agrees to indemnify and save VBMEC, its Board of Directors, BGCT, Rio Grande Valley Baptist Association and employees harmless from all damages, judgments, expenses, attorney's fees, and compensation arising out of personal injury, death, or property damage sustained in whole or part by any or all persons whatsoever as a result of or arising out of any act of omission of guest group, its agents or employees, or caused by or resulting from any activity incident to the program being conducted by guest group, or use of VBMEC/ Valley Baptist Retreat facilities, or cancellation/closure due to natural disaster and/or emergency.

Child Protective Training and Background Checks

Every adult 18 and over needs to provide proof of background checks and certificate of the completion of the child protective training course. The group leader needs to deliver those forms to the VBR Office Manager upon arrival.

RULES AND REGULATIONS

_____ (please initial) I acknowledge that I have read and understand the rules and policies of VBMEC/ Valley Baptist Retreat and on behalf of my group, agree to abide by the guidelines described on each page of this contract and those posted on the grounds. Any damages incurred by our group will be paid by the organization we represent. THE GROUP LEADER, ON BEHALF OF THE GROUP, INDIVIDUALLY ACCEPTS FULL RESPONSIBILITY OF COMMUNICATING THESE GUIDELINES TO THE PARTICIPANTS AND WILL FOLLOW THROUGH TO INSURE COMPLIANCE.

We agree to the following financial obligations.

- Deposit of 25% of estimated participant to be sent with this contract. Deposit amount: _____
- 200.00 damage/cleaning deposit to be refunded after event if no fees assessed. Please write as separate check from your deposit and send to VBMEC/ VBR at least 2 weeks before your event with your medical and individual release forms.
- Final count to be given 10 business days before event. We will be responsible for _____ per person for ____ days, which includes lodging and ____ meals, for the numbers listed in the final count even if numbers decrease after that point.
- Extra facility rental fees _____ for: (circle) Chapel Orange Conference room, Ruby Red Conference Room

Please sign and send contract along with group deposit to VBR office at

PLEASE MAKE ALL CHECKS TO VBMEC.

and send too

Valley Baptist Mission Education Center

Valley Baptist Retreat

1600 E Business 83 Mission, Tx 78572

Group Leader's Signature _____

Date _____

Church Pastor's Signature _____

Date _____

VBMEC Representative _____

Date _____