

**HIGHER GROUND CHRISTIAN
RETREAT CENTER**

PO Box 541
Hillsville VA 24343
(276) 398-2611

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Special Event RESERVATION APPLICATION AND CONTRACT

Please reserve the Higher Ground facilities from _____ A.M./P.M. _____ (Date)

Through _____ A.M./P.M. _____ (Date). Please make arrangements with the manager if anyone in your group plans to arrive more than 2 hours before your first meal is served.

Name and Address of Organization making request

Name and Title of person making request

Name, Title and Address of person who will attend and be in charge during the entire meeting.

Name of Activity to be conducted at center.

First meal to be served: B ___ L ___ D ___ on _____ (Date) for _____ (Number of Guests)

I understand that meals will be served at 8:00 A.M., 12:30 P.M. and 6:00 P.M. unless approval is received in advance for a different time. We will serve dinner as late as 6:30 P.M. the evening you arrive if arrangements are made in advance.

I understand that the center does not provide linens or pillows in the Sonshine House. The center does not provide towels or toiletries in any building.

I have received a copy of the guidelines and policy which contains details concerning group living, rates for meals, lodging and other important information and I agree to comply with the conditions stated therein.

Fees:

- 1. Deposit of \$50** Paid _____ (Date)
Reservation date is guaranteed upon receipt of deposit. This payment is deducted from total anticipated bill.
- 2. Thirty days** before reservation date an additional payment of \$300 is due. Paid _____ (Date)
This payment will bring our **pre-payment to \$350 of the total anticipated bill.**
- 3. Seven days prior to reservation I will notify H. G. to establish the contracted number of guests.**
- 4. Deposits are non-refundable.**
5. All fees must be paid upon completion of event and before departing Higher Ground.

Signed: _____ Title _____ Telephone _____

**We will do everything we can within reason to accommodate your special needs and to assure you the greatest success possible with your activity.

**Use of the facility is not exclusive for groups of less than 30 people.

Please sign and return one copy to us along with your deposit and keep the other copy for your records.