

# HEAVENLY WATERS RETREATS



*30585 Boothe Rd.  
Wakefield, VA 23888*

# Heavenly Waters

## POLICIES AFFECTING RETREATS

Overnight retreats are given priority over day use.

- Day use on a weekend can be reserved only one month prior to the desired date.
- Day use during the week may be made anytime.

We will send confirmation on your retreat date upon receipt of a completed reservation form and a deposit of 50% of your estimated total bill. A security deposit is also required at this time (See Retreat Reservation Form). The balance is due no later than two weeks prior to your retreat date.

When booking overnight retreats, groups must guarantee and pay for the number of participants they have listed on the reservation form. It is best to make reservations for the number of people you are sure will be attending. Accommodations may be made available if your group increases in size.

We must be assured that a group will be as large as the reservation form says. This will preclude another small group from using the retreat center.

*A final count of participants is required not less than 7 calendar days prior to your scheduled arrival.*

### **CANCELLATION**

Please notify us by fax or phone if you must cancel. If you cancel more than 14 calendar days prior to your scheduled arrival, 50% of your deposit will be returned. If you cancel 14 calendar days or less than your scheduled arrival, ALL of the deposit is forfeited.

### **MEAL TIMES ARE AS FOLLOWS**

**Breakfast: 8:00 AM    Lunch: 12:00 PM    Dinner: 6:00 PM**

### **WEEKEND ARRIVAL & DEPARTURE**

Friday/Saturday – Arrive anytime after 4:00 PM. Depart by 12:00 PM Sunday.

NOTE: If the group following yours is staying overnight, we will request that you vacate your bedroom by 11:00 AM so that the room may be cleaned.

### **YOUTH RETREATS**

The group sponsor is responsible for making sure the youth group is properly supervised by **ADULT** chaperones. These chaperones are responsible for the health, safety and behavior of the youth they are chaperoning.

### **BED LINEN**

Blankets and pillows are provided. Sheets, pillowcases, towels and washcloths are **NOT** provided. We are unable to provide washers and dryers to participants because of the septic system limitations.

### **SILENCE**

We ask that you keep the noise level to a minimum so that others may enjoy the quiet surroundings. Please respect those making a silent retreat.

### **SMOKING**

There is no smoking in any area of the Camp. This is a smoke free facility.

### **ALCOHOLIC BEVERAGES & FOOD**

Do not bring alcoholic beverages or any other drugs on the Campground. We ask that you do not keep or consume food in the bedrooms.

### **CHILDREN AND PETS**

We do not have the facilities or staff to care for children while their parents are here for a retreat. NO pets please.

# Heavenly Waters

## RETREAT RESERVATION FORM

ORGANIZATION NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

CONTACT PERSON NAME \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PROPOSED RESERVATION DATE \_\_\_\_\_

GROUP SIZE/TOTAL NUMBER OF PEOPLE \_\_\_\_\_

ARRIVAL TIME \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_

### RESERVATION OPTIONS

\_\_\_\_\_ PACKET #1 (ONE NIGHT & THREE MEALS)

\_\_\_\_\_ PACKET #2 (ONE NIGHT & FOUR MEALS)

\_\_\_\_\_ PACKET #3 (TWO NIGHTS & FOUR MEALS)

\_\_\_\_\_ PACKET #4 (TWO NIGHTS & FIVE MEALS)

### DEPOSIT REQUIREMENTS:

UP TO 15 PEOPLE \$100.00

15 – 30 PEOPLE \$150.00

30 OR MORE PEOPLE \$200.00

DEPOSIT REQUIRED : \_\_\_\_\_ ( THIS SERVES AS A SECURITY DEPOSIT AND WILL BE MAILED BACK TO THE GROUP AT THE END OF THE RETREAT PROVIDED NO DAMAGE IS DONE TO THE FACILITY).  
**FINAL PAYMENT** IS DUE NOT LATER THAN TWO WEEKS PRIOR TO THE RETREAT DATE, A LIST OF INDIVIDUAL NAMES IS ALSO DUE AT THIS TIME.

I HAVE READ THE RETREAT MATERIAL AND THE FEE INFORMATION POLICY AFFECTING RETREAT BROCHURES. I WILL COMPLY WITH THE POLICIES OF HEAVENLY WATERS.

CONTACT PERSON'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### LIABILITY INSURANCE AND INDEMNIFICATION PROVISIONS

**THE AVAILABILITY AND USE OF THE PREMISES AND FACILITIES OF HEAVENLY WATERS ACCRUE SOLELY TO THE BENEFIT OF THE LESSOR. WHILE THE CENTER MAKES EVERY EFFORT TO PROVIDE CLEAN AND SAFE FACILITIES, THE LESSOR ASSUMES ALL LIABILITY FOR THE USE OF THE CENTER'S PREMISES AND FACILITIES.**

**LESSOR SHALL INDEMNIFY AND HOLD THE CENTER HARMLESS AGAINST ANY AND ALL LIABILITY IMPOSED OR CLAIMED INCLUDING ATTORNEY'S FEES AND OTHER LEGAL EXPENSES ARISING DIRECTLY OR INDIRECTLY FROM ANY ACTS OR FAILURE OF LESSOR, LESSOR'S ASSISTANTS OR AGENTS INCLUDING ALL CLAIMS RELATING TO THE INJURY OR DEATH OF ANY PERSON OR DAMAGE TO THE PROPERTY.**