



Biggerstaff Christian Retreat Center

Physical Address: 398 Biggerstaff Road, Seneca, SC
 Mailing Address: 301 W. Main Street, Walhalla, SC 29691

BiggerstaffRetreat@gmail.com

(864) 638-6363

Reservation Agreement

Event or Group : _____

Example: Smith/Jones Wedding; Town Community Church; Adam Family Reunion; Town Church Youth Group

Contact Information

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Reservation Date(s): _____

Type of Event: Church Fellowship ___ Wedding ___ Memorial ___ Other _____

If other, please specify

Estimated Arrival: _____ Departure: _____ *Wedding: Ceremony Time: _____

Estimated attendance: _____ St. John's Member? Yes: ___ No: ___

Fees:

Damage Deposit: _____ (Refundable after positive post-event inspection)

Rental: _____

Tables / Chairs: _____

TOTAL: _____

I understand: Reservations are not final until this application and applicable fees are received by the Biggerstaff Retreat Center office. We agree to abide by all guidelines and policies of the Biggerstaff Christian Retreat Center.

User defends, indemnifies and holds harmless Biggerstaff Christian Retreat Center from all liability, loss or damage whatever from any cause which may arise from the use of the facilities or activities in and about the same by Organization or its representatives or invitees.

All information given on this form is correct and I have read, understand and agree to follow the Rules & Regulations for the use of the facilities and grounds.

Signature: _____ Date: _____

Biggerstaff: _____ Date: _____

FOR OFFICE USE ONLY	
Paid: Cash ___ CC ___ Check # _____	
Deposit: _____	By: _____
CAL: ___ Deposit return*: _____	

*Damage deposits will be refunded within 10 days of the event.



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Event Rates

General Public and Partners:

Day-use Event:	\$200/\$300	Half Day/Full Day (8 hour block, maximum)
Funeral/Memorial	\$200	
Wedding, one day:	\$500 <small>property</small> /\$800 <small>w/ gazebo</small>	10:00 am-8:00 pm, maximum
Wedding, two days	\$800 <small>property</small> /\$1100 <small>w/ gazebo</small>	12:00 pm-8:00 pm next day, maximum
Overnight / camping:	Negotiable, please contact office	

St. John's Evangelical Lutheran Church members:

Day-use Event:	\$100	8 hour block, maximum
Wedding, one day:	\$300 <small>property</small> /\$400 <small>w/gazebo</small>	10:00 am-8:00 pm, maximum
Wedding, two days:	\$500 <small>property</small> /\$600 <small>w/gazebo</small>	12:00 pm-8:00 pm next day, maximum
Regular group meetings:	FREE	Contact office to schedule meetings
Overnight / camping:	Negotiable, please contact office	

Tables and chairs are available to rent:

Tables: 8 black seating, 4 white serving Chairs: Up to 48 available

1 seating table with 6 chairs:	\$2 per chair/ \$3 per table
All tables and chairs:	\$120
Grill rental	\$20

For all Events an additional refundable damage deposit will be required:

Wedding Damage Deposit:	\$300
All other Events Damage Deposit:	\$100

Full payment and damage deposit are due in full at the time of reservation.

Rates may be adjusted on a case-by-case / situational basis at the discretion of the Biggerstaff Christian Retreat Center Board of Directors or its representative(s).

Cancellation Policy:

More than two weeks notice from event date:

Day Use: \$50 of fee withheld for cancellation fee with balance and deposit returned. Wedding: \$100 of fee withheld for cancellation fee with balance and deposit returned. Less than 30 days notice from event date:

50% of fee withheld for cancellation fee with balance and damage deposit returned.

POLICIES AND GENERAL GUIDELINES

Biggerstaff Retreat Center, Seneca SC

Owned and operated by: St. Johns' Lutheran Church, Walhalla, SC of the ELCA

1. Illegal drugs, firearms, weapons, and fireworks are strictly prohibited. Anyone found with these items in their possession will be asked to leave the grounds and when appropriate, will be reported to local authorities. Retreat fees will be forfeited.
2. By order of the Fire Marshal, smoking is not permitted in any of the Biggerstaff facilities.
3. Responsible alcohol use is allowed with completion of attached form.
4. To respect the rights of other user groups and to foster fellowship in community, we ask that quiet time be observed no later than 10 pm each evening.
5. Animals must be leashed and any waste removed.
6. Groups are expected to clean the facility before they leave. Please return the cleanliness of the facility to the quality level you found upon check-in.
7. All Trash must be removed from the property following your event.
8. We request your help in keeping God's creation beautiful. Please do not litter. Thank you!
9. Damage to the property is the responsibility of the group occupying the facilities. Groups must agree to pay any and all damages incurred at Biggerstaff facilities as a result of their group's actions. A thorough inspection of your areas will be conducted upon arrival and at your departure.
10. We request that all furnishings be returned to their original location.
11. Vehicle parking is permitted in designated parking areas only. Overflow parking is permitted along the entrance road inside the gate and on the open field.
12. Biggerstaff Retreat does not assume any responsibility for theft or vandalism incurred by an individual(s). We advise you to carefully protect valuables at all times.
13. All groups must have one adult counselor (age 21 or over) present at any event. Additional adult counselors (19 or over) must be present for every 8 youth.

14. Each group is responsible for providing their own health care personnel, emergency transportation, and medical supplies. We suggest each group obtain signed consent for medical treatment from parents for all minors along with the name of their insurance carrier and policy number. Biggerstaff Retreat is not liable for illness or injury to persons using the camp facilities.

15. Campfires are **prohibited** except in the designated area.

16. **Swimming is at your own risk.**

17. Each group agrees that nothing will be erected, fastened, or attached to buildings without prior consent from the retreat staff.

18. Negligence or non-performance by a vendor is not the responsibility of Biggerstaff Retreat.

19. Groups will be responsible for payment of any rental equipment used. Management must approve any rental deliveries and pick-ups to and from the Biggerstaff Retreat facility. All equipment must be stored in areas pre-designated by the management for this purpose.

20. Each guest group is requested to provide a schedule for your retreat or camp stay. Please make this event schedule known upon check-in at the beginning of your event.

Thank you for respecting the policies of Biggerstaff Retreat.

I, _____, as the group representative and leader have read, shared and reviewed the Biggerstaff Retreat policies. All undersigned acknowledge they understand and agree to obey the policies.

Signed: _____ Date: _____
(Renter)

Signed: _____ Date: _____
(Biggerstaff Retreat Staff)

Biggerstaff Retreat Center

COVID 19 WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT

Participant Name _____ (Please Print)

Organization/Group _____

IN CONSIDERATION of being permitted to utilize the facilities, services, and/or programs of Biggerstaff Retreat Center to so participate for any purpose, including, but not limited to, use of Biggerstaff Retreat Center facilities or equipment,

The undersigned, on behalf of himself or herself and such participating individuals and any personal representatives, heirs, and next of kin (hereinafter referred to as "the undersigned") hereby acknowledges that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including cases in South Carolina. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the South Carolina Department of Health and Environmental Control (DHEC) for slowing the transmission of COVID-19, the undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating individuals shall visit or utilize the facilities, services, and programs of Biggerstaff Retreat Center within 14 days of (i) experiencing symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, (ii) having a suspected or diagnosed/confirmed case of COVID-19, or (iii) having been in close proximity to a person with a diagnosed/confirmed case of COVID-19.

Biggerstaff Retreat Center has taken certain steps to implement recommended guidance and protocols issued by the Public Health Agencies for slowing the transmission of COVID-19, including, without limitation, the access/use restrictions set forth above. The undersigned acknowledges and agrees that, due to the nature of the facilities and services offered by Biggerstaff Retreat Center, social distancing of 6 feet per person may not be possible at all times. The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of Biggerstaff Retreat Center and acknowledges that use thereof by the undersigned and/or such participating individuals may, despite Biggerstaff Retreat Center's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO USE BIGGERSTAFF RETREAT CENTER FACILITIES, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

THE UNDERSIGNED ON HIS OR HER BEHALF AND ON BEHALF OF SUCH PARTICIPATING INDIVIDUALS HEREBY RELEASES, WAIVES, DISCHARGES HOLDS HARMLESS AND COVENANTS NOT TO SUE BIGGERSTAFF RETREAT CENTER, ITS DIRECTORS, OFFICERS, employees, volunteers and agents from all liability to the undersigned or such participating individuals and all personal representatives, assigns, heirs, and next of kin of the undersigned or such participating children for any loss or damage, and any claim or demands on account of any injury to, or an illness or the death of, the undersigned or such participating individuals (or any person who may contract COVID-19, directly or indirectly, from the undersigned or such participating individuals) whether caused by the negligence, active or passive, if Biggerstaff Retreat Center or such participating individuals are in, or about the premises or any facility equipment therein.

THE UNDERSIGNED further expressly agrees that the foregoing ASSUMPTION OF RISK OR RELEASE AND WAIVER OF LIABILITY, HOLD HARMLESS, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the laws of the State of South Carolina and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE CAREFULLY READ AND VOLUNTARILY SIGN THIS ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, HOLD HARMLESS, AND INDEMNITY AGREEMENT AND FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE. I AM AWARE THAT BY AGREEING TO THIS AGREEMENT I AM GIVING UP VALUABLE LEGAL RIGHTS, INCLUDING THE RIGHT TO RECOVER DAMAGES FROM BIGGERSTAFF RETREAT CENTER IN CASE OF ILLNESS, INJURY, DEATH, INCLUDING FOR THE AVOIDANCE OF DOUBT AND WITHOUT LIMITATION EXPOSURE TO COVID-19 AT ANY BIGGERSTAFF RETREAT CENTER FACILITY OR PROGRAM AND ANY ILLNESS INJURY OR DEATH RESULTING THEREFROM. I UNDERSTAND THAT THIS DOCUMENT IS A PROMISE NOT TO SUE AND A RELEASE OF AND INDEMNIFICATION FOR ALL CLAIMS. IF SIGNING ON BEHALF OF AN ORGANIZATION OR GROUP: I ALSO UNDERSTAND THAT THIS AGREEMENT IS MADE ON BEHALF OF THE STATED ORGANIZATION OR GROUP I REPRESENT AND WARRANT TO BIGGERSTAFF RETREAT THAT I HAVE FULL AUTHORITY TO SIGN THIS AGREEMENT ON BEHALF OF SUCH.

Signing for: _____

Signature: _____

Date: _____

Printed Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____