



Rainbow Trail Lutheran Camp

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Retreat Contract

With

██████████ Wedding

Retreat Dates

Friday 8/27/10

Estimated Arrival: 11:00 AM

Sunday 8/29/10

Estimated Departure: 11:30 AM

Retreat Reservation Date 4/6/10

Retreat Fees Include:

- Lodging:** For the Bride and Groom, and their parents. Other members of the wedding party and guests will pay individually for lodging according to the rates detailed on page 2.
- Meals:** As detailed in the menus on pages 3-5. Billed on a per person basis as detailed on page 2 of the contract.
- Other:** Activities, support and use of RTALC facilities as as detailed in the schedule on page 6. Wedding and all other activities to be led by the Wedding Party. RTALC will take reservations and deposits on an individual basis for these individuals. Rental of dishes, linens, and other necessary equipment for the Rehearsal and Wedding Dinners. Use of RTALC sound systems for the Rehearsal, Wedding, and Reception.

Retreat Fee

Meal Fee

Estimated Numbers:

██████████ To be determined Wedding Party and Guests 180
based on actual numbers

Total Deposit Due: ██████████ + a \$200 refundable Damage Deposit

(we are required to add sales & lodging tax to all fees, this will be added to the final bill)

Terms of Use:

- Refund Policy:** A non-refundable deposit of \$1000 is required to finalize the reservation. 15 is required to reserve a retreat. The retreat deposit is due within 2 weeks of receiving the contract. The balance of the retreat fee will be based on the final contract number of participants given 2 weeks prior to your arrival at Rainbow Trail. Final payment is due upon arrival. If the actual number of guests exceeds the final number the balance will be billed. Deposits are not refundable and only transferable if Rainbow Trail or an Act of God
- Sales and Lodging Tax:** RTALC is required to add sales and lodging tax to all retreat fees.
- Confirmation Call:** Two weeks prior to your arrival you will receive a call from our office to verify the final number of participants. This number will serve as the final contract number of participants. You will be required to pay for this minimum number of participants. Even if this number changes after the confirmation call, please call the camp office.
- Arrival & Departure:** Your group may arrive anytime after 11 am. Please plan to check out by 11:30 am. If you would like to arrive earlier or stay later please call the camp.
- First Aid:** Rainbow Trail has no trained medical personnel on duty. We advise you to provide an adult with CPR and First Aid certification. Retreat staff are not licensed to dispense any medications, either over-the-counter or prescription. Retreat groups are advised to bring their own first aid kit and medications and are responsible for their use.
- Emergency Care:** Any need for emergency transportation is the sole responsibility of the Retreat group. In case of emergency RTALC encourages you to have full name, address, emergency contact information, known allergies or health conditions, and treatment restrictions for each participant, along with signed permission from parent/guardian to treat the participant.
- Insurance:** While on Rainbow Trail's property your group is covered by our health and accident insurance. Please note that traveling to and from RTALC is not covered by our insurance, nor is your time skiing or doing other off site activities.
- Alcohol:** Alcohol may be served in a socially responsible manner if the Wedding Party takes full responsibility for serving only those of legal drinking age, declining service to anyone who appears intoxicated, and serving only from containers designed for personal consumption (wine and/or champagne may be served from bottles in individual glasses).

I understand and agree to the policies outlined in this agreement. I have read and agree to the specific responsibilities and detailed in the six pages of this contract.

Signed: _____ Date: _____
Authorized Group Representative

We are honored that you have chosen to celebrate your upcoming wedding with us and look forward to serving you on this special occasion. We understand that you want this day to be perfect and we will do all that we can to help make this so. Based on our experience with weddings we know that having clear communication about the expectations of RTALC staff and you as our guest are crucial. Below you will find specific retreat policies that all groups must abide by as well as detailed responsibilities for both RTALC staff and the wedding party, these responsibilities are based on RTALC policy and our conversations with you. We look forward to helping make this a wonderful experience for you!

RTALC Retreat Retreat Procedures

- 1 Check in at Columbine Lodge with the Retreat Hosts upon arrival and prior to departure.
- 2 Smoking is not allowed in any buildings. The only designated smoking area is the fire circle in front of Columbine.
- 3 **Guests are not permitted to bring any pets.**
- 4 Keep camp property and grounds clean and orderly. Defacing or damaging buildings or trees, and littering grounds with paper, bottles, or other debris is not permitted. Any damage to camp property, buildings, or equipment, over and above normal wear and tear, is the responsibility of the group. The group will be responsible for the cost of the damage.
- 5 Be respectful of all equipment issued for your use. Moving of equipment or furniture from one building to another should be done only with the consent of the retreat hosts or site manager.
- 6 Firearms and ammunition are prohibited at camp. Any firearms or ammunition must be turned in to the camp office to remain until your departure.
- 7 Observe Rainbow Trail's quiet hours from **11:00 pm until 7:00 am.**

RTALC Staff Responsibilities

- 1 Provide Food Service (including all preparation and clean-up) for Friday Rehearsal Dinner at 6:30 pm, Saturday cook-out breakfast at 8 am, Saturday sandwich-bar lunch at noon, and a Sunday breakfast buffet from 7:30 - 10:00 am
- 2 Take reservations, payments, and make housing assignments for any guests choosing to use lodging and meal options available at
- 3 Set-up and take-down chairs for wedding ceremony and set-up tables and chairs for the wedding reception. Specific numbers and layout need to be given to RTALC 48 hours prior to the wedding.
- 4 Greeting, checking in, and directing guests to their lodging and to the ceremony.
- 5 Contract with an independent caterer for the wedding banquet, preparation, serving, bussing, and clean-up.
- 6 Additional responsibilities as outlined in the attached schedule.

Wedding Party Responsibilities

- 1 Abide by all RTALC Retreat Policies and procedures.
- 2 Provide housing requests for reserved spaces to RTALC prior to the date they would like guests to be able to make reservations.
- 3 Provide accurate information about lodging, bedding needs, and rates to guests.
- 4 Take down and put away tables and chairs if a dance is desired in the same location as the reception or ceremony.
- 5 Set-up, take down, and dispose of all decorations desired for the ceremony and/or reception.
- 6 Additional responsibilities as outlined in the attached schedule.

Meal Rates per person

	Adult	Child
Friday Rehearsal Dinner	\$13.50	\$11.50
Saturday Cook-Out Breakfast	\$5.00	\$2.50
Saturday Sandwich Bar Lunch	\$7.00	\$3.50
Saturday Wedding Banquet	\$17.00	\$17.00
Sunday Breakfast Buffet	\$5.00	\$2.50

Lodging Rates per person

	Adult	Child
Bristlecone Lodge (includes bedding but not towel)	\$26.00	\$14.00
Golden Banner	\$19.00	\$9.50
Heated Cabins	\$16.50	\$8.25

Wedding Menus

with service details

Friday, August 27 – Sunday August 29, 2010

Groom's Dinner – at Pavilion

- Appetizer – served at table after guests are seated
 - Soup – served Family Style in a large bowl
 - Potato Bacon Chowder or Green Chili Stew w/ chicken or pork
 - Cheddar Rolls – served Family Style in a basket
- Meal – served buffet style
 - Steak or Trout (with number of each to be given two weeks prior)
 - Grilled Portabella (vegetarian option)
 - Potato Wedges (seasoned with rosemary and olive oil)
 - Corn on the Cob
 - Pasta Salad
- Drinks – pitcher of each on tables, refilled as needed
 - Iced Tea
 - Lemonade
 - Water
 - Coffee – Coffee Table set up near Dessert Table, will serve as desired
- Dessert – Ice Cream Sandwiches - *to be provided by the Wedding Party*

Any alcoholic beverages desired will be supplied and served by the Wedding Party
Tables will have table clothes and rented table service. Chairs will not be covered.
Camp staff will serve the buffet and dessert tables and refill Family Style serving containers as needed.

Cook-Out Breakfast – at Firicle

- Huevos
 - Tortillas
 - Eggs
 - Sausage
 - Assorted Toppings
 - Potatoes
 - Fruit Platter
 - Juice
 - Water
 - Coffee
- Served from a self-serve buffet at tables next to Firicle, guests free to sit on benches or picnic tables in the vicinity.

Sandwich Bar Lunch – at Fircle

Bread
Meat Tray with roast beef, turkey, and ham
Cheese Tray
Tomatoes, Lettuce, Onions
Condiments
Cottage Cheese
Pineapple
Veggie Tray
Macaroni Salad
Chips
Brownies
Lemonade
Iced Tea
Water

Served from a self-serve buffet at tables next to Fircle, guests free to sit on benches or picnic tables in the vicinity.

Appetizers – at Columbine

Cheese & Cracker Trays
Veggie Trays
Fruit Trays
Lemonade
Iced Tea

Any alcoholic beverages desired will be supplied and served by the Wedding Party. Caterer will set and refill trays at needed. Serving tables will be covered with table clothes.

Wedding Banquet – at Dining Hall

Chicken Parm with Spaghetti or Pork Loin with Rice Pilaf
(with numbers to be given two weeks prior)
Vegetarian Option – Eggplant Parm
Choice of 1 vegetable (choice needs to be given to RTALC by July 1)
Green Beans Almondine
Prince Edward Mix (green and yellow beans with baby carrots)
Carrots with Onion Pearls and spices
Tossed Salad
Dinner Rolls
Water
Coffee

Guest

Any alcoholic beverages desired will be supplied and served by the Wedding Party. Tables will have table clothes and rented table service. Chairs will not be covered. Caterer will serve the buffet and refill water and coffee at the tables.

Dessert – at Pavilion

Menu options below:

- Individual Fruit Crisps (variety)
- Vanilla Ice Cream
- Coffee
- Water

Any alcoholic beverages desired will be supplied and served by the Wedding Party. Caterer will set and refill trays as needed Serving tables will be covered with table clothes.

Caterer will refill coffee and water as needed until 9:00 pm.

Sunday Breakfast – at Dining Hall

- Biscuits and Gravy
- Potatoes
- Cinnamon Rolls
- Cereal
- Toast and Bagels
- Fruit Cocktail
- Yogurt
- Juice
- Milk
- Coffee
- Water

A self serve buffet will be monitored and filled by Camp Staff from 7:30 – 10:00 am.

Wedding Schedule

with responsibilities designated to Camp Staff (CS) or Wedding Party (WP)

Friday, August 27 – Sunday August 29, 2010

<u>Time</u>	<u>Event</u>	<u>Location</u>	<u>Responsibility</u>
<u>Friday August 27, 2010</u>			
1:00 pm	Family & Wedding Party Arrival	Columbine	CS
4:00 pm	Early Arrival Guest Check-In	Columbine	CS w/ WP help to take people to cabins
4:00 pm	Set-Up for Wedding Rehearsal	Outdoor Chapel	WP
5:00 pm	Wedding Rehearsal	Outdoor Chapel	WP
6:00 pm	Happy ½ Hour	Pavilion	CS set-up, WP alcohol
6:30 pm	Grooms Dinner	Pavilion	CS set-up & serve, WP alcohol
7:30 pm	Pickin' Party	Firle	CS fire set, WP other
<u>Saturday August 28, 2010</u>			
	Sunrise On Ballfield	Ballfield	WP
7:30 am	Breakfast Cooking	Firle	CS
8:00 am	Cook-Out Breakfast	Firle	CS
9:30 am	Activity Options		
	Balman Hike	Columbine Porch	WP
	Rafting	Firle	WP
	Volleyball	Volleyball Court	Pick-Up
	Horse Shoes	Horse Shoe Pits	Pick-Up
	Archery	Lupine	CS
11:00 am	Activity Options		
	Circle Hike	Columbine Porch	WP
	Volleyball	Volleyball Court	Pick-Up
	Horse Shoes	Horse Shoe Pits	Pick-Up
	Archery	Lupine	CS
11:00 am	Decoration for Wedding Banquet	Aspen	WP
11:00 am	Guest Check-In Begins	Columbine	CS w/ WP to take people to cabins
12:30 pm	Lunch	Firle	CS
4:00 pm	Begin directing people to Outdoor Chapel for Wedding		WP
4:30 pm	Wedding Ceremony	Outdoor Chapel	WP
5:30 pm	Appetizers and Cocktails	Columbine	Caterer, WP alcohol
6:30 pm	Wedding Banquet	Columbine	Caterer, WP alcohol
7:30 pm	Deserts, Toast, Dance	Pavilion	CS set-up, Cater food, WP alcohol WP music and DJ
<u>Sunday August 29, 2010</u>			
8:00 am	Breakfast Begins	Aspen	CS
9:00 am	Worship & Communion	Chapel of the Pines	WP
10:00 am	Breakfast Ends	Aspen	CS