

## Biggerstaff Christian Retreat Center

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

[BiggerstaffRetreat@gmail.com](mailto: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: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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: \_\_\_\_\_

Grill: \_\_\_\_\_

**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: \_\_\_\_\_

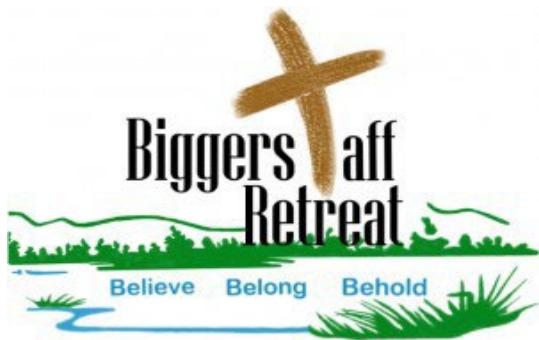
#### FOR OFFICE USE ONLY

Paid: Cash  CC  Check #  \_\_\_\_\_

Deposit: \_\_\_\_\_ By: \_\_\_\_\_

CAL:  Deposit return\*:  \_\_\_\_\_

\*Damage deposits will be refunded within 30 days of the event.



## Biggerstaff Christian Retreat Center

Physical Address: 398 Biggerstaff Road, Seneca, SC

Mailing Address: 301 W. Main Street, Walhalla, SC

[BiggerstaffRetreat@gmail.com](mailto:BiggerstaffRetreat@gmail.com)

(864) 638-6363

## Event Rates

### **General Public and Partners:**

Day-use Event:	\$200 (4 hour block)	\$300 (8 hour block)
Funeral/Memorial	\$200	
Wedding, one day:	\$1000	10 hours maximum
Wedding, two days	\$1500	10 hours day 1, 8 hours day 2, 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:	\$400	10 hours maximum
Wedding, two days:	\$600	10 hours day 1, 8 hours day 2, 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 (2 available at \$20 each)

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

Wedding Damage Deposit: \$400

All other Events Damage Deposit: \$100

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

### **Cancellation Policy:**

- More than 6 months notice from event date – 75% of payment returned.
- Less than 6 months notice from event date – 50% of payment returned.
- Less than 3 months notice from event date – 0% of payment returned.

## POLICIES AND GENERAL GUIDELINES

Biggerstaff Retreat Center, Seneca SC

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

1. Biggerstaff Retreat Center will be open for scheduled events from April 1 to October 31.
2. 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.
3. By order of the Fire Marshal, smoking is not permitted in any of the Biggerstaff facilities.
4. Responsible alcohol use is allowed with completion of attached form.
5. 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.
6. Animals must be leashed and any waste removed.
7. 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.
8. All Trash must be removed from the property following your event.
9. We request your help in keeping God's creation beautiful. Please do not litter. Thank you!
10. If additional time is requested from staff, if they are available, it will be charged at a rate of \$25 per hour with a one hour minimum.
11. 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.
12. We request that all furnishings be returned to their original location.

13. 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.

14. 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.

15. 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.

16. 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.

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

18. **Swimming is at your own risk. No lifeguards are on duty.**

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

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

21. 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.

22. 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 Christian Retreat Center

### Alcohol Policy

With the approval of a signed Alcohol Policy, the usage of alcohol at Biggerstaff is permitted between the hours of 3PM and 9PM with the following regulations:

1. Alcohol must not be the primary focus or purpose for the event or be an inducement to attend.
2. There will be no buying or selling of alcohol.
  - a. Guest groups may bring their own beer and wine provided they are only consumed in such group's rented event space, not in public.
3. Care will be taken as to the appropriate presence of youth and children. No alcohol for the adults will be permitted for an event that is primarily youth oriented.
4. Underage drinking is prohibited, and its prevention must be strictly enforced. Steps must be taken to ensure that minors do not have access to and are not served alcohol.
5. Non-alcoholic beverage alternatives must be provided with equal quantities, prominence, and accessibility as those containing alcohol.
6. Groups must obey all federal, state, and local laws and regulations with respect to alcoholic beverages.

Although these guidelines recognize the positive social value of the use of alcoholic beverages, Biggerstaff Retreat Center, as a Christian retreat center, also recognizes that drunkenness and disorderly conduct is unacceptable behavior and care must be taken to ensure that responsible persons are in control of serving alcoholic beverages.

Any exceptions to this must be submitted for approval by the Biggerstaff Board of St. John's, thirty (30) days prior to your event.

By signing below, the host/contact person sponsoring the activity on the church premises assumes all responsibility for observance and enforcement of the alcohol use policies. The Biggerstaff Retreat Center reserves the right to withhold client's safety deposit in full for breach of this policy.

Host/Contact Person \_\_\_\_\_ Date: \_\_\_\_\_