

Reservation Form

Georgia FFA-FCCLA Center

720 FFA Road • Covington, Georgia 30014
Tel. (770) 786-6926 • Fax (770) 786-1774

Instructions: First, call the office to set up your reservation. Second, fill out this form along with our Policy Acceptance Form and return it with your deposit. Once we receive both forms and a deposit, we will mail you a confirmation of the reservation.

Date:		Email:		
Contact Person:		Phone:		Fax:
Name of Organization:				
Address:				
Projected number of People:	(Males:	Females:	Adults:	Youth:
Quoted Cost Per Person:		Deposit Submitted:		
<i>(Nonrefundable deposit will be credited to bill if guaranteed number is at least 75% of projected number)</i>				
Reservation Dates:		Arrival Time:		Departure Time:
Number of Meals:		First Meal:		Last Meal:
Meeting Room Requests <i>(room requests, tables, etc):</i>				
Would you like the Center Staff to set up the meeting room? <i>(Note: additional charges may apply)</i> Yes / No				
Camp Linens <i>(includes two sheets, pillow with case, blanket, two towels, wash-cloth, and soap):</i> Yes / No				
Program Requests: <i>(Note: Selecting additional activities may change your price per person.):</i>				
<input type="checkbox"/> Canteen/Snack Shop		<input type="checkbox"/> Swimming Pool		
<input type="checkbox"/> Canoes/Paddleboats		<input type="checkbox"/> General Recreation- miniature golf, ping pong, volleyball, basketball, tennis, horseshoes		
<input type="checkbox"/> Bonfire (\$25 per bonfire)		<input type="checkbox"/> Ropes Course (Pending Instructor Availability)		
<input type="checkbox"/> Break / Snack: (number requested:)		\$3 per person minimum		
<input type="checkbox"/> TV/VCR: (number requested:)		\$25 minimum rental fee		
<input type="checkbox"/> Projector: (number requested:)		Type: LCD or Overhead? Fee pending type requested		
<input type="checkbox"/> PA System: (number requested:)		\$35 minimum rental fee		
Specific audio needs:				
<input type="checkbox"/> Other:				

Thank you for choosing the Georgia FFA-FCCLA Center

Georgia FFA-FCCLA Center

Policy Acceptance Form

This form must be signed and returned before the reservation can be made.

Responsibility of Scheduling Group

It is the responsibility of the scheduling group to be aware of all Georgia FFA-FCCLA Center policies and guidelines and to ensure that all policies and guidelines are followed while event attendees are using the facility.

Payment

Payment of balance is due upon arrival. A \$25 service fee will be charged for returned checks. Payment should be done by check payable to the Georgia FFA-FCCLA Center.

Guarantee Policy

A minimum guarantee of attendance must be received five "business" days prior to the event. This is the minimum number which will be charged. The projected number will be used as the guaranteed number if contact with the center is not made 5 working days before arrival. The guaranteed number may increase upon arrival, however if the group leader foresees an increase of more than 5%, they should contact the center prior to arrival. The guaranteed number cannot decrease.

Decrease in Number

If the guaranteed number is less than 75% of the projected number, then the deposit will be forfeited. For best accuracy, the projected number of campers should be updated by the group leader 90 days prior to the event. The guaranteed number must be at least 50% of the projected number as of 90 days prior to the event.

Cancellation of a Conference

All cancellations must be done in writing. Cancellations made sixty (60) days or less prior to the event are subject to a cancellation fee of 50% of full payment. Cancellations made more than sixty (60) days prior to the event are subject to a cancellation fee of 20% of full payment. This amount may be reduced if the Center is able to replace the reservation. All cancellations will result in a forfeiture of the deposit.

Meeting Room and Cabin Assignments

The Georgia FFA-FCCLA Center reserves the right to make building assignments based on group size and space maximization. Unless otherwise stated, the Center does not guarantee the assignment of a particular building. If the guaranteed number for an event falls below the original expected attendance, the Georgia FFA-FCCLA Center reserves the right to reassign the event to an appropriately sized room.

Liability

The Georgia FFA-FCCLA Center reserves the right to inspect all events being held at the center. The Georgia FFA-FCCLA Center does not assume responsibility for the damage to, or loss of, any merchandise, property, or equipment left prior to, during or following an event. Liability for damage to the premises will be the responsibility of the contracting party and will be charged back to them accordingly. The Georgia FFA-FCCLA Center is not liable for any bodily injury during use of the facility. All rental groups accept the facility as-is. The Georgia FFA-FCCLA Center assumes no liability for accidents or theft.

Damages

There will be a charge for any and all damages to the facility, equipment and/or furnishings which occur during use. This includes tape on walls, doors and/or floor. There will also be a charge when excess cleanup is required. Please do not use confetti or glitter for decorations. Please do not use any tacks, nails or screws unless approved by one of the Center Staff members.

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Use of Center Name

The organization or individual must agree that no advertisement or other public statement shall assert or imply that the Georgia FFA-FCCLA Center supports, approves, or endorses any product, service, interest, position, or ideology of the organization or individual, without written approval by the Georgia FFA-FCCLA Center Director in advance of publication.

Security

Groups with a projected number of more than 200 or groups with exclusive use of the facility agree to provide security for their group.

Contracting Outside Services

Any catering or rental of equipment from outside sources must be approved by the Center. (Examples: pizza, moonwalk, golf carts)

Guest Policies

- Alcoholic beverages are prohibited on the facility.
- Tobacco products are prohibited in all buildings.
- Pets are prohibited on center property, except animals such as seeing-eye dogs, etc.
- Firearms and weapons are prohibited without prior approval of the Center Director.
- Use of boat dock and ramp is prohibited; these facilities are for Center use only.
- Guest vehicles are to remain parked during your stay.
- Guests are prohibited from riding on tailgates of pick-ups.
- All guests must be in an organized group activity after 10:00 PM.
- Roller blades, skateboards, and scooters are prohibited.
- Failure to abide by policies and procedures may result in additional fees.

Please fill in the name of the renting organization in each blank:

(renting organization) will assume any and all liability for ANY accident of participants in their group while at the Georgia FFA-FCCLA Center. They accept the facility as is.

(renting organization) releases and holds harmless the Georgia FFA-FCCLA Center, their representatives, agents, servants and employees from all claims, actions, damages, liabilities, and expenses of any kind or nature resulting in loss of life, personal or bodily injury, and/or damage to property arising out of or from any occurrence in, upon, or at the Georgia FFA-FCCLA Center.

(renting organization) will provide medical personnel and medical expenses for all participants while at the Georgia FFA-FCCLA Center.

I do hereby acknowledge that I have reviewed the Georgia FFA-FCCLA Center Policies, and I agree to the terms and conditions stated.

Group Name	Event Date
Group Leader Name (Print)	Title
Group Leader Signature	Date
Georgia FFA-FCCLA Center Representative Signature	Date

Return this form to:

Georgia FFA-FCCLA Center
720 FFA Road
Covington, GA 30014

Fax: 770-786-1774

Email: gaffacamp@aol.com