

GUEST RENTAL CONTRACT PONDEROSA BIBLE CAMP & RETREAT CENTER
(Fillable on screen when opened in Adobe Acrobat)



Guest Leader, please
complete this page to
help us estimate your
deposit and balance.

This agreement made (today's date) _____

Between:

Name of Group/Organization: _____

Type of Group:

(youth, children, college, men, women, adults, etc): _____

Guest Leader First & Last Name: _____

Guest Leader Mobile Phone: _____

Guest Leader Email Address: _____

Guest Organization Mailing Address:

(hereinafter called the Guest) and **CBM Ministries of North Alabama, Inc. d/b/a Ponderosa Bible Camp and Retreat Center (hereinafter called "PBC")** concerning the short-term rental of the property located at 1018 County Road 734, Mentone, AL 35984.

"Guest" represents the primary contact person for the rental and is responsible for communicating and enforcing all policies contained within this Agreement with all Guest group members.

Check-In after 3:00pm CST; Check-out by 11:00AM CST

The rental period begins at _____ CST on [arrival date] _____

and ends at [check-out time] _____ CST on [departure date] _____

Number of people in Group: _____ (25-75 minimum required depending on dates)

If applicable, Number of Day Visitors (not spending the night): _____

Select Meal Plan:

☐ Self Catering with Kitchen Rental fee	☐ Ponderosa Catering
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For Ponderosa Catering - Select the Start Time for your catered meals (Central Time):		
Breakfast	Lunch	Supper
8:00am[] or 8:30am[]	12:00pm[] or 12:30pm[]	5:30pm[] or 6:00pm[]
# of Gluten Free guests _____ service fee: \$40/guest		

Additional Adult Housing : facility fee/night PLUS \$30/person/night

☐ Duplex - \$80/night	☐ Infirmary - \$65/night	☐ Cave - \$55/night
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Email this completed contract to office@pbcpmsm.com

of Lifeguards and total hours needed: _____

(1-hour increments only; min of 2 lifeguards at river - see price sheet for all lifeguard rules/details)

Lifeguards Dates and Times needed (detailed schedule):

Additional Activities: (see price list): _____

Glow Dodgeball [] Firewood-**see fee options** [] OTHER [] _____

25% Deposit Required (due now) see rates below \$ _____

Estimated Total: *(total may increase later based on options added or fees incurred during the stay)*

\$ _____

Deposit and Payment Terms

To confirm your reservation, **a deposit of 25% of the estimated total or \$500 (whichever is greater) is due along with this signed agreement.** The reservation is not guaranteed until PBC receives both the deposit and the signed agreement. If both actions are not completed **within 48 hours** of holding the reservation dates, PBC reserves the right to release the dates to others. **Group Reservations:** *One contact person must collect and remit all payments to PBC using one credit card or check.* Individual payments by attendees to PBC are not permitted. The balance is due on or before the check-out date shown above. Payments can be made online (via a payment link we provide) by mailing a check payable to PBC at 1018 County Road 734, Mentone, AL 35984, or by charging the credit card or ACH on file with your authorization.

Cancellation Policy

- **120+ days before arrival:** Full refund of all monies paid.
- **60–119 days before arrival:** Deposit is non-refundable. Remaining funds may be applied to a future stay within the next 365 days. If rebooking is not possible, all funds are forfeited unless the original dates are successfully rebooked.
- **31–59 days before arrival:** Deposit is forfeited and cannot be applied to a future stay. A refund may be granted only if the dates are rebooked.
- **30 days or less before arrival:** Deposit is forfeited. No refund or credit will be issued.

Terms of the Agreement

PBC reserves the right to inspect the lodges or cabins without prior notice at any time to enforce the terms of this agreement. The guest waives all rights to process if they fail to vacate the premises upon termination of the rental period. Guests must vacate the premises no later than this agreement's expiration time and date. Should PBC management determine that any terms have been violated, the rental period will be terminated immediately, and the guest will be subject to charges outlined in this agreement.

Property Maintenance and Use:

- Guests are responsible for maintaining the premises in good condition and using them lawfully.
- Guests will pay for any damages beyond normal wear and tear.
- Guests are responsible for disposing of waste properly by placing it in the dumpster beside the maintenance shop daily.
- Do not leave trash bags outside on porches or the grounds, as this can attract bears and other wildlife or pests.

Lifeguard Requirements for Pool and River Use (see price sheet)

Ponderosa Bible Camp (PBC) hires Lifeguards as contract workers for water activities. When booking either the pool or river, you are required to utilize the Lifeguards provided by PBC. Lifeguard services must be booked in 1-hour increments ( no partial hours). Full payment for Lifeguard services is required for each hour booked, regardless of early departure from the water activities or interruptions due to weather.

PBC adheres to Alabama state guidelines for the Lifeguard/Swimmer Ratio, and these guidelines are enforced as part of this contract. The required number of Lifeguards will be determined by the size of your group according to these regulations. (See pricing page below.)

 **For river activities, a minimum of two Lifeguards is required**, regardless of group size.

Please note: No refunds or reductions in Lifeguard fees will be granted once the reservation is confirmed, even if the water activity is cut short or canceled due to unforeseen circumstances/weather.

Occupancy, Curfew, and Conduct:

- No more than 130 persons may stay on the premises unless arranged in writing.
- Guests must behave civilly, respect neighbors, and **keep noise to a minimum after 11:00 pm.** 🙊

Kitchen Rental and Supplies

For guest groups who choose to cook for themselves, Ponderosa Bible Camp provides basic kitchen utensils, cookware, and equipment.

Self-Catering Groups are responsible for bringing:

- All groceries and food items
- Paper products (plates, napkins, paper towels, etc.)
- Coffee supplies (filters, coffee, cups, stirrers, creamer, etc.)
- All other disposable or consumable items needed during the stay

Please maintain a clean kitchen throughout your visit. Before departure, ensure that all dishes, pots, pans, counters, equipment, and refrigerators are thoroughly cleaned and returned to their proper places.

Safety and Security:

- Firearms and off-road vehicles are not allowed without prior written permission.
- Fireworks and hazardous materials are prohibited.
- Guests must use the property legally and not access private areas.

Utilities, Wifi, and Maintenance:

- PBC is located in a rural area. No guarantee can be made regarding internet service, WiFi, or cell phone signals. Outages occur and sometimes take several days to get restored. No refunds will be given due to outages.
- Guests should report outages or maintenance issues promptly. No refunds will be given for internet service, WiFi, cell phone signal outages, or equipment failures.
- Air conditioning should not be set below 70 degrees, and heating should not exceed 72 degrees.
- Guests must follow check-out procedures, including trash disposal and returning items to their original locations.

Security Cameras

- For the safety of all guests, security cameras are in use throughout the property.
-  **Tampering with, disabling, covering, or otherwise interfering with any security camera is strictly prohibited.**
- Any guest or group found to have tampered with security equipment will be **immediately evicted**, and the group will be **permanently banned** from renting Ponderosa Bible Camp and Retreat Center in the future.

Locked Areas & Owner Supply Closets

Certain areas on the property are restricted and secured for staff or owner use only. This includes, but is not limited to:

- Supply closets
- Maintenance rooms
- Pantries
- Locked freezers and refrigerators
- The swimming pool (when closed or locked)

 Tampering with, forcing open, or entering any locked area is strictly prohibited.

 **Breaking and entering any of these locked areas will result in:**

- Immediate eviction without refund
- Permanent ban from future rentals at Ponderosa Bible Camp & Retreat Center

Thank you for respecting our property and helping us maintain a safe and secure environment for all guests.

 **Smoking and Alcohol:**

- No smoking or vaping on the property. **A \$250 fee** applies for violations.
- No alcohol is permitted. **A \$250 fee** applies for violations.

 **Pets and Animals:**

- PBC does not allow pets due to allergy concerns.
- Unauthorized animals will result in immediate vacating of the property and a **\$250** deep cleaning fee.

Indemnification and Hold Harmless Agreement

Guest Responsibilities and Liabilities:

- The Guest, including all members of the Guest's group and any other individuals invited to the property by the Guest, hereby acknowledges, understands, and agrees that the Guest shall be solely responsible for any property damage, accidents, injuries to any person, or losses sustained by any individual, including but not limited to the loss of money, jewelry, and other items of personal property. These liabilities arise out of or in any way related to the Guest's use of the premises or the items of personal property provided by PBC (the "Owner") at the Guest's request.

Inspection and Familiarization:

- The Guest agrees to inspect and become familiar with the proper use and application of such items before utilizing them.

Indemnification Clause:

- The Guest hereby agrees to indemnify and hold harmless PBC, its employees, owners, officers, and/or homeowners from any and all claims, including those made by third parties, arising out of or in any way related to the Guest's use of the premises or the items of personal property provided therein.

Hold Harmless Clause:

- The Guest further agrees to hold PBC, its agents, employees, owners, officers, and/or homeowners harmless and to indemnify the same against any and all claims that may arise during and after the course of the rental period as a consequence of any acts or omissions by PBC and/or the cabin owner, its agents, employees, and officers.

Assumption of Risk:

- The Guest assumes all risks of injury or other losses relating to any recreational activities and agrees to hold the Owner and its agents harmless with respect to these risks.

Insurance Disclaimer:

- The Guest expressly recognizes that any insurance for property damage or loss that PBC may maintain on the property does not cover the Guest's personal property. If such coverage is desired, the guest is advised to purchase their own insurance for themselves and their group.

Governing Law

- This Agreement shall be construed under and governed by the laws of Alabama without regard to any choice of law provisions. Any disputes concerning or arising out of this Agreement shall be resolved in the Circuit Court of DeKalb County, Alabama.

Ponderosa Bible Camp & Retreat Center Agreement Confirmation:

- By signing below, the Guest affirms that they have read and agree to abide by all of PBC's policies. The Guest also confirms that they will communicate these policies to all members of their group and that they accept responsibility for ensuring compliance. The Guest understands that a failure to comply with these policies may result in being asked to leave the property.

Contingencies if Applicable

This rental contract outlines the agreed-upon terms between the Guest and PBC, effective from [start date _____] to [end date _____]. Both parties acknowledge and agree to the following contingencies:

These terms are binding and supersede any previous written or oral agreements between the parties. Each party acknowledges receipt of a signed copy of this contract.

Agreement Acknowledgement

I/we have read and agree to abide by the above conditions, policies, and expectations. I/we will communicate these terms to all group members and ensure compliance. I/we understand that failure to comply may result in being asked to leave without a refund. This signed agreement is required to confirm the reservation.

This document may be signed digitally or printed and signed manually. Once signed, please scan and return it by email.

Today's Date: _____

Date of Check-In: _____ **Date of Check-out:** _____

Print Guest Leader's First and Last Name and:

SIGN HERE: Guest Signature Required (this will serve as your legally binding signature):



2026 Guest Group Pricing

Lodging Prices - \$30/person/night			
August through May: A 2-night minimum stay is required with at least 25 guests, or payment equivalent to 25 guests. Catering services are available only for groups of 35 or more, or with payment equivalent for both lodging and meals for 35 guests.		Optional Adult/Leader Housing Prices Facility + Per Person Fee	
		We're pleased to offer several comfortable housing options designed especially for group leaders and adult chaperones. Each unit provides a private space to rest and recharge — with linens included — while staying close to your group. **Call for Availability - occasionally we have intern staff residing	
June and July: A minimum 5-night stay with at least 75 guests is required, or payment equivalent to 75 guests. Please note: Kitchen rental is not available during the summer. All meals must be provided through our catering service.		The Duplex - 2BR/2BA Guest House \$80/night plus \$30/person/night	
		The Infirmary/Cook's Suite: \$65/night plus \$30/person/night	
The maximum group size is 130 guests		**The Cave Suite: \$55/night plus \$30/person/night	
Day Guests not staying overnight: \$20 per day (no partial day rates available)		**The Shop Suite: \$55/night plus \$30/person/night	
Catering by Ponderosa			
Groups of 35-50: \$12/person/meal	Groups of 51-75: \$11/person/meal	Groups of 76-130: \$10/person/meal	\$40 fee per camper for Gluten Free Meals
Kitchen Rental: Self-Catering - \$7/person/stay (not per day)			
\$7/person/stay (min \$175, max \$325) Groups of 25 or more can choose to cook for themselves. The kitchen rental fee is \$7 per person. \$175 minimum, capped at \$325 (Self Catering is not an option during June or July.)			
Chapel: HDMI connection to (your device) and three wall-mounted TV Monitors in the Camp Chapel			
NOTE: The following activities must be requested/reserved at least 20 days before your arrival.			
Swimming Pool, River Activities, and Lifeguard Fees (Per state regulations)			
Pool Lifeguards Prices start at \$20/hour (Pool available May 20 - September 8)		River Lifeguards - Prices start at \$40/hour A minimum of 2 Lifeguards is required for all riverfront activities.	
Pool: 1 Lifeguard required for every 25 swimmers. 26-50 swimmers = 2 Lifeguards, etc.		River: A minimum of 2 Lifeguards is required at all times. 1-50 swimmers/boaters: 2 Lifeguards per water location. 51-75 swimmers/boaters: 3 Lifeguards per water location. 76+ swimmers/boaters: 4 Lifeguards per water location.	
Glow in the Dark Dodgeball: \$300 for 30 players + \$2/additional player			
Campfire with chopped Firewood - must be requested at least 10 days prior We can provide free firewood at our designated fire pit. However, If you need Ponderosa staff to start/extinguish a campfire for you, there is a \$25 fee per fire.			



Schedule Planning Assistance

Planning your group's retreat schedule can feel overwhelming — but we're here to help!

Let our staff assist you at no additional charge in planning your daily schedule. With over 30 years of experience organizing camp and retreat programs, our team can help you create a balanced, enjoyable schedule that maximizes your group's time on the mountain.

✨ We know how much transition time to allow between activities, and how long to plan for meals, worship sessions, recreation, and free time. Whether it's your first time bringing a group or you're a returning guest, we'll help ensure everything runs smoothly from arrival to departure.

✨ We're happy to help — just ask during your reservation process!

