



Reservation and Rental Agreement

Thank you for choosing Wafloy for your upcoming event. Please carefully review the following information in it's entirety as well as the 'conditions for use' section as you and members of your group will be responsible for the conditions mentioned therein. In order to keep your reserved date, please sign and return this agreement with your deposit by the specified date. If you have any questions, please give us a call at any time leading up to your arrival date. Thanks again and we look forward to serving you soon. - *the Wafloy Staff*

GROUP NAME and EVENT:

GROUP REPRESENTATIVE:

ADDRESS:

CITY: STATE: ZIP:

PHONE: EMAIL:

ARRIVAL DATE: DEPARTURE DATE: 11AM CHECK-OUT*

**Early arrival or late departure may incur additional fee unless prior arrangements have been made.*

FACILITY(ies) RESERVED:

ESTIMATED NUMBER OF PARTICIPANTS OR ROOMS:

Minimum number of participants or rooms required: **Groups must pay for at least the minimum**

Please Note: Because Wafloy has made preparations for your arrival based on this number, any changes to the number of guests/rooms **must be made at least one week prior to your arrival date.** Any unscheduled or late changes will result in your group being charged for either the contracted number of guests or the actual number of guests, whichever is greater. Groups must pay for at least the minimum. Late changes could also result in not having enough space/rooms for your group.

RENTAL RATE: NOTES:

The above rate includes use of all common area rooms in your facility and all onsite rec activities except paintball* (see below)

ADDITIONAL CHARGES: (if applicable and/or used)

CHAPEL:

FIREWOOD: \$35 for 1/4 rick of wood

*PAINTBALL: Paintball is an additional \$25/person for 3 games and est. 500 rds/paint
Sessions last roughly 1 1/2 hours and must be scheduled before arrival.

OTHER:

SALTES TAX: 9.75% **Tax Exempt:** If you have a Tennessee Tax Exemption Certificate, we must have a copy for our files. Please include a copy when returning your rental agreement.

LOCAL ROOM TAX: 3%

TOTAL ESTIMATED AMOUNT: Based on rooms. Does not include Paintball or Firewood

CONFIRMATION DEPOSIT:

Please Note: failure to return deposit by designated date on back page could result in losing reservation

CONDITIONS FOR USE:

•GUESTS USING WAFLOY MUST PROVIDE THE FOLLOWING:

- Signed Wafloy Waivers on all participants (Minors must have parent signature)
- Competent adult leaders
- for children and youth groups: appropriate insurance coverage for all guests.*
- for children and youth groups: Qualified medical personnel.*

•GUESTS USING WAFLOY MUST AGREE TO THE FOLLOWING:

- The group representative is responsible for informing all group members of the conditions for use at Wafloy
- A leader **must be present at all times** in areas where youth are. Youth may not be left on their own.
- Wafloy is an alcohol/tobacco free campus. The use of alcohol, tobacco products, illegal narcotics, fireworks, and firearms is prohibited. Smoking is only allowed in designated areas. No smoking inside facilities or in common gathering areas outside of facilities.
- Group members are only allowed in facilities they have rented.
- Paintball course, waterfront and swimming pool are only to be used during group's designated times.
- Excessively loud or questionable styles of music is prohibited.
- Clothing must be appropriate. Clothing that has offensive logos, pictures, or wording is not permissible.
- Offensive language or swearing is not permitted.
- Food is only allowed in dining/kitchen areas in facilities. No food is permitted in guest rooms.
- No ATV's, golf carts or other all-terrain vehicles permitted.

•DAMAGE

- Your group is responsible for covering expenses created from damage to property, building or equipment by individual or group neglect, misuse, or abuse and any additional expenses created by a member of the group.

•RESERVATIONS AND PAYMENTS

- Reservations are confirmed when the Rental Agreement is signed and returned with deposit. (Note: deposit is half of the total estimated cost unless other arrangements are made)
- Checks or Credit Cards are acceptable ways to make deposits or payments.
Please make checks payable to Wafloy Mountain Village
- The total unpaid balance is due **prior to arrival** at Wafloy unless other arrangements have been made.
If payment is not made by the time of your stay, you may be charged late charges.

•CANCELLATIONS:

- Wafloy is a nonprofit ministry and we strive to provide a quality experience for all who visit. Cancellations create difficulties for our preparation and scheduling, and other groups may have already been turned away. When a cancellation occurs, we may not have the opportunity to fill vacant facilities due to shortage of time.
For these reasons, we have put the following policy in place:
- Prior to 90 days of arrival date - 50% of deposit is refundable OR it may be carried over to be used within one year of the original reservation date.
- Between 30 and 90 days of arrival date - 25% of deposit is refundable.
- Less than 30 days prior to arrival date - **deposits are non-refundable.**

•CHECK OUT:

- Check out is at 11AM on the scheduled departure date unless other arrangements have been made. Late departures may incur additional fees.
- Facility must be left in a neat and orderly condition upon departure.
- Please ensure that all trash (including in guest rooms and bath rooms) is placed in designated area.
- Furniture must be returned to the way it was when you arrived.
- Floors are to be swept
- Kitchen - wash and put away all dishes. Don't leave any food in the refrigerator.

A minimum of \$125 will be charged for failure to leave your facility in the above condition.



WAFLOY RENTAL AGREEMENT AUTHORIZED SIGNATURE

As the group representative, I have read and acknowledge the following:

initial boxes

I have read the 'Conditions for use' and our group agrees to abide by such during our stay at Wafloy. Furthermore, we hereby release and discharge Wafloy Mountain Village, it's officers, directors, employees and agents from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occuring while staying at Wafloy Mountain Village.

I understand that any changes to this information must be made at least one week prior to arrival by calling the Wafloy office at 865.436.5575.

I understand that the balance is based on the total number of actual participants (or the minimum required) and is due 1 week prior to arrival. (Final payment may be paid with check or credit card.)

ADDITIONAL ITEMS PERTAINING TO YOUR STAY:

VOID | COPY ONLY

PRINTED NAME OF GROUP REPRESENTATIVE

DATE

VOID | COPY ONLY

SIGNATURE OF GROUP REPRESENTATIVE

RETURN RENTAL AGREEMENT AND DEPOSIT TO:

Wafloy Mountain Village
3610 East Parkway
Gatlinburg, TN 37738

If using credit card for payment - you may call us with your card information at 865.436.5575

PLEASE NOTE: To keep from losing reservation date, please sign and return rental agreement and deposit **by the date indicated below.**

Rental agreement sent:

Rental agreement due back in office: VOID | COPY ONLY *

***PLEASE NOTE:** Rental Agreement and reservation become void and are cancelled after this date. Dates and facility may become unavailable after this date and additional rebooking fees may apply