



Wafloy Mountain Village

3610 East Parkway
Gatlinburg, Tennessee, United States 37738
info@wafloy.com | 865-436-5575

RESERVATION AND RENTAL AGREEMENT

Thank you for choosing Wafloy for your upcoming event- We're excited to have you as our guests. Please read over the following information **in it's entirety as you and each member of your group will be responsible for the conditions mentioned therein.** In order to confirm your reservation, please follow these steps: **(1)** Fill in contact information below - *all fields required*, **(2)** Read and Initial three boxes after 'Conditions for Use', **(3)** Click Sign Document - *You will receive a 'sent' notification after signing*, **(4)** Print pdf version for your files, **(5)** Call within 24 hours with credit card information for deposit (If paying with check, call or email us within 24 hours to let us know and **check is due in Wafloy office within 7 days in order to keep from losing your reservation**, **(6)** If tax exempt in TN - email a copy of your certificate of tax exemption to info@wafloy.com. If you have any questions, please give us a call at 865-436-5575. Thanks again and we look forward to serving you soon. **-the Wafloy staff**

GROUP / RESERVATION INFO

GROUP NAME: Sample	NAME OF EVENT: sample
ADDRESS: sample	CITY: sample
STATE: Tennessee	ZIP CODE: Sample
GROUP REPRESENTATIVE: Sample	CELL PHONE: Sample
EMAIL: sample@sample.com	
ARRIVAL DATE: 4PM CHECK-IN*	DEPARTURE DATE: 11AM CHECK-OUT*
<i>*Early arrival or late departure may incur additional fee unless prior arrangements have been made.</i>	

FACILITY(ies) RESERVED:

n/a

RENTAL RATE:

n/a

ESTIMATED NUMBER OF GUESTS/ROOMS:

n/a

MINIMUM NUMBER REQUIRED: n/a

Guests must pay for at least the minimum

ADDITIONAL CHARGES:

Chapel:none

Other:none

Sales Tax: 9.75% | Local Room Tax 3%:

n/a

TOTAL ESTIMATED AMOUNT:

sample Based on sample

CONFIRMATION DEPOSIT:

(Due at time of reservation w/ credit card*)

Sample

Tax Exempt: *If you have a Tennessee Tax Exemption Certificate, we must have a copy on file. Please email a copy to us at info@wafloy.com*

**If paying with check, it must be received in our office within 7 days of 'sent' date below in order to prevent cancellation of reservation. Please call Wafloy office at 865-436-5575 within 24 hours to let us know if sending check. Balance is due prior to arrival.*

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.** 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 amount mentioned above.

Late changes could also result in Wafloy not being able to accommodate additional guests.

CONDITIONS FOR USE:

GUESTS USING WAFLOY MUST PROVIDE THE FOLLOWING:

- Signed Wafloy Waivers on all participants (Minors must have parent signature) **Guests without waivers will not be permitted to be on property.** Waivers available for download at Wafloy.com
- Competent adult leaders
- for children and youth groups: appropriate insurance coverage for all guests.
- for children and youth groups: Qualified medical personnel.
- Bed linens and towels for all bunk house facilities (unless otherwise arranged)

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.
- No PETS. Any guests in violation of No Pet Policy will be charged \$150 and may be asked to leave.
- 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.
- **Paintball and the Blob must be scheduled prior to arrival and must be facilitated by Wafloy staff.**
- 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.

PARKING

- All vehicles are to be parked in designated parking areas for your facility.
- No parking in grass or along roadways or right of ways at any time. Additional parking is available in field behind Fairview lodge near the Chapel.
- All vehicles are to remain parked in designated parking areas throughout duration of stay except when traveling off campus. Vehicles are not permitted to travel from facility to facility on property (except by leaders for purposes of loading/unloading).

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.
- Your credit card on file will be charged if payment for damages is not received in a timely manner.

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, late charges may incur.**

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.

cancellation.
Make check payable and return to:
Wafloy Mountain Village
3610 East Parkway
Gatlinburg, TN 37738

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

Payment due within 24 hours of due date (7 days if paying with check - must notify us of intent to pay with check)

WAFLOY RENTAL AGREEMENT AUTHORIZED SIGNATURE

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

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 occurring while staying at Wafloy Mountain Village.

js I understand that in order to avoid unnecessary charges, any changes to this information must be made at least one week prior to arrival by calling the Wafloy office at 865.436.5575.

js I understand that the balance is based on the total number of **actual** participants (or the minimum required) and is due **prior to arrival** in order to avoid late charges. (Final payment may be paid with check or credit card.)

jsI understand that any participants without a signed Wafloy waver will not be permitted to stay on property.

ADDITIONAL ITEMS PERTAINING TO YOUR STAY:

Rental agreement sent:

Rental agreement due back in office: *

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.

Wafloy Mountain Village

Name: Wafloy Mountain Village

Signed Date: September 14, 2016