

PARADISE TRAIL LODGE RESERVATION REQUEST

TENANT NAMES(S): _____
(Group name, if applicable /Contact person(s))

TYPE OF ORGANIZATION: _____
(i.e. church group, private group, school, 501(c)3/purpose of organization)

TENANT ADDRESS: _____
Address City State Zip

TENANT HOME PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

RESERVED DATES: Arrival date & time: _____ Departure date & time: _____
(Earliest time 3:00pm) (Latest time 12:00 noon)

NUMBER OF ADULTS: _____ CHILDREN: _____

1. AGREEMENT: Paradise Trail Christian Camp, the Owners, and Tenant agree as follows: Above Tenant is an adult and will be an occupant of the unit during the entire reserved period. Other occupants will be family members, friends or responsible adults. Use of the premises will be denied to persons not falling within the foregoing categories, and as a result, they would have to vacate the property immediately, without any refund. Keys will only be issued to an adult.

2. RESERVATION DEPOSIT:

Reservation made:	Deposit required to hold reservation:	Balance of rental & other fees:
30+ days in advance	50% of the total rental fees	due 30 days prior to arrival
less than 30 days	100% of total rent and fees	\$0

All reservations are tentative until we receive a signed registration form and deposit. Your tentative date will be held for two weeks from initial booking.

USE AND FEES	
Day use (no overnight use)	\$150 flat fee
Overnight use: 1 - 10 people	\$200/night
Each additional person over 10 people	\$20/person/night
Heating fuel fee	\$35
Additional cleaning fee if lodge not left in same condition found	\$20/hour

Tenant is liable for all replacements and repairs that are outside what is considered normal wear and tear.

Please read the following two pages and sign below. Your signature indicates that you have read the three pages of the Paradise Trail Lodge Reservation Request, understand the policies outlined, and agree to hold those in your group responsible for compliance.

APPLICANT SIGNATURE _____ DATE _____

3. CANCELLATION

Should you wish to cancel this reservation, notice of cancellation **MUST BE IN WRITING**.

RECEIVED:	WE WILL REFUND:	LESS A CANCELLATION FEE OF:
30+ days prior to check-in	all sums paid toward rental/fees	\$25
30 - 21 days prior to check-in	all sums paid toward rental/fees	\$50
21 - 10 days prior to check-in	all sums paid toward rental/fees, less 50% of the rental fee	\$0
less than 10 days prior to check-in	\$0 (rental fee forfeited)*	\$0

**unless we are able to re-rent the property to someone else, at the same rate, and for the same period of time.*

4. CHECK-IN: Check-in time is 3:00pm. Keys will be ready for pick up at the lodge. Keys **WILL NOT** be issued with a balance owing or without a signed rental agreement in the owner's, or owner's representatives possession. *Early check-in times are allowed only when the property is cleaned and ready for occupancy and prior approval has been granted.*

5. CHECK-OUT: Check-out time is 12:00 noon. Please follow all instructions on site for how to leave the lodge.

A later check-out may be arranged depending on the next group coming in.

6. CLEANING: YOU ARE REQUIRED to leave the property in the same general condition that you received it by making sure dishes are done and put away, upstairs and downstairs rugs are vacuumed, floors swept, and kitchen and bathrooms clean and sanitized. There is no garbage service, so you are required to take your garbage and recyclables out with you as you leave. If additional cleaning is required, appropriate charges will be deducted from your security deposit at the rate of \$20 per hour.

7. TELEPHONES: There is no phone on site. Cell service is spotty, with Verizon getting the best reception.

8.

WHAT WE SUPPLY:	DO NOT SUPPLY / UNAVAILABLE:
Fully equipped kitchen, including:	Dishwasher
All large appliances	TV
Microwave Oven	Cable
Coffee maker	Internet service
Toaster, Griddles	Garbage/Recyclable Pick Up
Dishes	Firewood
Utensils & cookware	

9. RESTRICTIONS/IMPORTANT INFORMATION:

Maximum overnight capacity: 25
The use of firearms, ammunition, explosives, fireworks, poisonous substances, illegal drugs, and tobacco products are prohibited.
Pets are not allowed on the premises without prior approval of lodge management (unless a service animal by ADA standards).

9. RESTRICTIONS/IMPORTANT INFORMATION (*CONTINUED*):

- Paradise Trail Challenge Course is a separate agreement with Paradise Trail Lodge. Due to insurance policies and for the safety of all guests, **NO PERSON OR GROUP IS ALLOWED ON THE CHALLENGE COURSE, ITS EVENTS (including low and high elements), OR TO USE CHALLENGE COURSE EQUIPMENT WITHOUT CERTIFIED INSTRUCTORS AND PRIOR ARRANGEMENTS WITH PARADISE TRAIL.**

- Organizations interested in renting a challenge course site managed by Paradise Trail Christian Camp must submit the following items prior to scheduling challenge course dates:

- Facilitator Portfolio: Including facilitation experience and training documentation.
- Lead Facilitator must have a Challenge Course Facilitator Level 2 Certification.
- Co-Facilitators must have a Challenge Course Facilitator Level 1 Certification.
- A Level 2 certified facilitator must be present on the challenge course at all times that the elements are in use.
- Organization must provide proof of insurance that explicitly includes challenge course programming.
- Copy of Insurance Certificate naming Paradise Trail Christian Camp additionally insured.
- Copy of challenge course participant agreement or waiver which names Paradise Trail Christian Camp as indemnified by renting organization.
- Challenge course curriculum – i.e., teaching/facilitation/discussion topics, group goals, and elements to be used.
- Group name/organization, description, demographic.
- Challenge course rental fee to be determined based on number of participants and small groups using the course. In addition, a site use fee may apply.

- If you have the appropriate certification, contact Paradise Trail for more information and a Challenge Course Rental Agreement. If you are unable to conduct your own event, we can put you in touch with organizations certified to conduct your event.

Paradise Trail Lodge reserves the right to refuse use of the camp to anyone at its discretion and/or evict individuals or groups exhibiting unlawful or unacceptable conduct. If evicted, all deposits and/or payments are forfeited. Evicted individuals and/or groups will be held financially responsible for any damage to the lodge, challenge course, or surrounding forest areas.

10. PAYMENT BY CHECK:

Payment should be made by check payable to PARADISE TRAIL LODGE. If the check is returned NSF, there will be a \$50 service fee. Keys will not be issued until the check has successfully cleared the bank and service fee has been paid.

11. MAILING ADDRESS: This signed agreement along with payment, should be mailed or delivered to:

Paradise Trail Lodge, 12647 SW 62nd Avenue, Portland, Oregon, 97219
(office hours: Tuesday - Thursday, 8:30am – 4:30pm)

The preceding information are summarized for your benefit as you consider and plan your upcoming stay at Paradise Trail Lodge. Upon registration approval, a rental agreement with detailed rules and instructions will be sent.

Thank you for your interest in Paradise Trail Lodge.

PARADISE TRAIL LODGE . GOVERNMENT CAMP, OREGON

Website: paradisetrail.org

Email address: paradisetrailodge@gmail.com

Office: 12647 SW 62nd Avenue, Portland, Oregon, 97219

Reservations: (503) 564-8411

FAX: (503) 892-3327