

## Howell's Mill Christian Assembly

99 Christian Camp Road

Ona, WV 25545

Office: (304) 743-4332

Fax: (304) 743-8308

Contract  
Addendum

This addendum is a part of the contract. Each line must be initialed and the Addendum returned with your contract.

\_\_\_\_\_ HMCA reserves the **right to approve or deny** any guest group, curriculum, speaker, movie, music, audio/visual presentation, printed material, vendor, or award used on the camp grounds. All groups must sign our *statement of faith* before renting our facilities for any event.

\_\_\_\_\_ A "**Certificate of Insurance**" must be submitted from your insurance carrier. Howell's Mill should be added to your policy as "secondary insured".

\_\_\_\_\_ **House Rules.** By signing this addendum, you and your group agrees to abide by all of our rules, and confirms that you have received a copy of the rules & will share them with the group.

\_\_\_\_\_ **No Smoking.** HMCA does not permit smoking in any of the buildings or anywhere on the grounds at any time. Please communicate this to your participants before they arrive.

\_\_\_\_\_ **Decent & Modest Clothing** is required at all times. If your group is swimming please advise them that only one-piece suits (for girls) are allowed.

\_\_\_\_\_ **Cleaning.** In order to keep costs down, your group is required to help maintain the cleanliness of the facilities during and after the program. Leave all buildings exactly the way they were when you arrived. Failure to do so may incur a \$10/hr. cleaning fee.

\_\_\_\_\_ **Damage.** Your group is responsible for the cost to repair or replace anything that was damaged, beyond normal wear & tear.

\_\_\_\_\_ **Resource Request Form.** Please help us serve you by listing the resources you need on this helpful form. It is required to be submitted two weeks prior to your event.

\_\_\_\_\_ **Meal & Snack Form.** (*Provided meals available at request only*). This form must be submitted with your completed contract. If a Meal & Snack schedule is not received with your contract, they will become Chef's Choice. In the event multiple groups are booked at the same time, the first form will determine the meal selections for all guests.

\_\_\_\_\_ **Event Agenda.** Please help us serve you by submitting your groups Agenda or basic schedule two weeks prior to the event. This can be emailed, mailed, or faxed.

\_\_\_\_\_ **Final Count.** Your group will be billed based on your "Guest Confirmation" detailed on the contract, however, you are required to submit a final count to HMCA two weeks prior to your event for meal preparation. Walk-on's will be added to guest confirmation number.

\_\_\_\_\_ **Pricing** is subject to change without notice. Your group will be billed at the current rate in effect on the date your deposit is received.

\_\_\_\_\_ **Cancellation Policy.** If your event is canceled 3 months or more in advance of your event, only your deposit is forfeited. If your event is cancelled one to 3 months in advance of your event, your deposit is forfeited AND 50% of your Confirmation Number (on the contract) will be charged. If your event is cancelled within 30 days of your event, your deposit is forfeited AND 100% of your Confirmation Number will be charged. Please ensure you understand this policy!