

Green Lake Conference Center Group Scheduling Agreement
W2511 State Rd 23, Green Lake, WI 54941
Phone: 920-294-3323 Fax: 920-294-3686

Today's date: July 31, 2015

Meeting name: **Board of General Ministries 2016**

Meeting planner contact information:

Annie Marcucci
 ABC General Executive Council
 PO Box 851
 Valley Forge, PA 19482

Phone: (800)222-3872 2233
 Fax: (610)768-2229
 Email: annie.marcucci@abc-usa.org

Meeting Details:

Early Arrival: Tuesday, June 14, 2016
 Main Group Arrival: Thursday, June 16, 2016
 Departure: Saturday, June 18, 2016
 Est. # Guests: 55
 Filecard #: G/2223
 Booking #: 11467
Packages: 11467 BGM 2016 – for actual conference days Thursday, June 16 – Saturday, June 18
11467EX BGM 2016 early/late – for early arrivals and late departures

Key dates:

Signed agreement due: Friday, August, 14, 2015 Deposit due: \$4,000.00; Tuesday, December 29, 2015

Group Leader Responsibilities:

1. You will be responsible for releasing any rooms held on the block which you do not wish to use by **05/03/2016**. The group will be billed for one night's room charges for rooms released after that date.
2. **You agree to provide a group list two weeks prior to your arrival date.** Please email group list to guestservices@glcc.org or call 920-294-3323. We assign packages with room, meal and other charges to the individuals based on the list you provide. We must receive this list before we can assign sleeping rooms per Wisconsin Health and Social Services State Code HSS 195.11.
3. You agree to bring payment equal to **\$10,000.00** at check-in. **Failure to pay \$10,000.00 before check-out will result in a 5% surcharge assessment.** If you are not the person in charge of billing; it is your responsibility to make sure the designating billing contact pays this amount prior to your arrival.
4. Cancellation must be made in writing. **If your group cancels after 03/22/2016, a cancellation fee in the amount of \$7,500.00** will be due to the Green Lake Conference Center.
5. No credit will be given for meals not taken.

Package components:

- 1. Meals:** Early arrivals will be on their own for meals unless otherwise specified when housing list is presented
- **First Meal for Conference: Dinner; Thursday, June 16, 2016**
 - **Last Meal for Conference: Lunch; Saturday, June 18, 2016**

Cost for all Meals:*

- **Ages 12 and over: \$70.00 Ages 6-11: \$48.00**
- **Children 5 and under are free.**

*5.5% Wisconsin sales tax will be collected on all food and beverages for conferees unless their bill is being paid for directly by a tax exempt organization.

Standard meal rates & times:

Meal	Rate	Time
Breakfast	\$9.75	7:30 AM-8:30 AM
Lunch	\$11.75	12:00 PM-1:00 PM
Dinner	\$13.50	5:00 PM-6:00 PM

2. Rooms:

Building key: B = Bauer Lodge, K = Kern Lodge

Room Date	Room Type	Total Rooms	Rate Per Night
Tuesday			
06/14/2016	B-Queen Gard Tub	2	\$92.00
06/14/2016	B-HC Suite	1	\$92.00
06/14/2016	K-2 Queens	9	\$92.00
Wednesday			
06/15/2016	B-Queen Gard Tub	2	\$92.00
06/15/2016	B-HC Suite	1	\$92.00
06/15/2016	K-2 Queens	22	\$92.00
Thursday			
06/16/2016	B-Queen Gard Tub	2	\$92.00
06/16/2016	B-HC Suite	1	\$92.00
06/16/2016	K-2 Queens	27	\$92.00
06/16/2016	K-Queen 2 Singles	13	\$92.00
06/16/2016	K-HC, Queen Sin	2	\$92.00
Friday			
06/17/2016	B-Queen Gard Tub	2	\$92.00
06/17/2016	B-HC Suite	1	\$92.00
06/17/2016	K-2 Queens	27	\$92.00
06/17/2016	K-Queen 2 Singles	13	\$92.00
06/17/2016	K-HC, Queen Sin	2	\$92.00

Hotel room rates listed are for one or two people per room per night. **For each additional adult per night, add \$15.00.** No additional person charge for children under the age of 21 staying in room with parents. Occupancy limits vary by room type and may not be exceeded.

3. Meeting Facilities:

Arr Day	Arr Date	Start Time	Dep Day	Dep Date	End Time	Room Name	Room Rental
Wed	06/15/2016	08:00AM	Fri	06/17/2016	10:00PM	Boehr/Cary	\$0.00
Wed	06/15/2016	08:00AM	Fri	06/17/2016	10:00PM	Brown	\$0.00
Wed	06/15/2016	08:00AM	Fri	06/17/2016	10:00PM	Hanson/Stansbury	\$0.00
Wed	06/15/2016	08:00AM	Fri	06/17/2016	10:00PM	Johnson	\$0.00
Wed	06/15/2016	12:00PM	Sat	06/18/2016	01:00PM	Tower Dining Room	\$0.00
Thu	06/16/2016	08:00AM	Sat	06/18/2016	01:00PM	Brayton Case	\$0.00

Meeting rooms may be removed from the block and/or assessed a fee if sleeping room pick-up drops below 80% of the sleeping room block.

Facility Fee for Conference Day Guests:

\$5.00 per person per day will be charged for meeting attendees **not** staying overnight on grounds. Please provide a count for meeting attendees not staying overnight on grounds to Guest Services and the charges will be applied to your master bill.

Deposit/Billing:

Deposit Requested	Deposit Due By
\$4,000.00	12/29/2015

Who pays for room charges? Direct Bill/Group Pays

Who pays for meal charges? Direct Bill/Group Pays

Who pays for incidentals? Individual Pays Own

\$10,000.00 is to be paid at check-in. Failure to pay \$10,000.00 before check out will result in a 5% surcharge assessment.

We will send the bill for any final balance after check-out. Final payment is due within 10 days from receipt of your final bill. Late payments will be assessed 2% per month for overdue balance. Your group agrees to reimburse Green Lake Conference Center for any and all expenses resulting from collection expenses related to unpaid balances.

If you are not the person to whom the bill should be directed, please provide the name and contact information for that person below:

Name _____

Address _____

Phone _____

E-mail _____

Cancellation:

Cancellation must be made in writing. If your group cancels after 03/22/2016, a cancellation fee in the amount of \$7,500.00 will be due to the Green Lake Conference Center. If your estimated number of guests decreases by 10% or more, please notify us immediately.

Check-in and Check-out:

- **Check-in time is after 4:00 pm.** We understand that you will be handling your check-in. Please indicate on your Conference Service request form where you would like your registration table to be set up. Come to Kraft Centre to receive your keys.
- **Check-out time is by 10:00 am.** If your group is departing after 10:00 am, you must still vacate your sleeping accommodations. You may continue to use your meeting room, if reserved, and the grounds.

Statement of Purpose:

The central purpose of the Green Lake Conference Center (GLCC) is to contribute to the building of God's Kingdom through use as a training and retreat center. Thus, we welcome all to a Christian environment of natural beauty, hospitality and acceptance. Through experiences of training, worship, fellowship and recreation, people are refreshed, renewed and transformed for their journey of life and service. The GLCC upholds the tenets of the Christian faith based on the Bible. Central to the Christian faith is our belief that salvation is offered freely by grace to those who repent of their sins and faithfully enter into a personal relationship with Jesus Christ.

Miscellaneous:

During your stay, we expect that our facilities and equipment will be treated and left in a proper manner. Time for repairs of damage or excessive cleaning to Green Lake Conference Center is billed at a rate of \$30 per labor hour, plus costs of required materials. Please seek to avoid using masking tape on floors, affixing items improperly to walls, leaving debris and spills on carpeting or leaving anointing oils on furniture as such issues create damage or excessive clean-up requirements.

Wisconsin State Statute 101.123 prohibits smoking in all lodging and meeting facilities. An individual in violation of the law will be fined \$100 to \$250. In addition, Green Lake Conference Center will charge guests a minimum of \$75.00 to remove the smoke residue odor from the facility.

The use of alcoholic beverages is not permitted on the grounds. Groups may book a private event, where minors are not present, catered by Green Lake Conference Center at which beer and/or wine is served.

Pets are allowed in the campgrounds only.

Insurance/Waiver:

During your stay as a guest of the Green Lake Conference Center, you are covered by an accident insurance policy. This policy acts as a secondary coverage to your personal or sponsoring group's cover.

If you are injured and must see a medical provider, please fill out an accident form. Forms may be picked up at Kraft Administration or from any member of our Safety Staff.

Your group, church or sponsoring organization of your event shall indemnify the Green Lake Conference Center, its officers, agents and employees harmless from and against all claims, losses, costs and damages, including but not limited to attorney's fees pertaining to the performance of Green Lake Conference Center, involving personal injury, sickness, disease, death or personal property damage.

Your signature below confirms your group's agreement to comply with this agreement.



Dir. Group Scheduling & Marketing
Green Lake Conference Center

July 31, 2015

Group Representative

Date