



1206 HWY 59 N.
QUEEN CITY, TX 75572

**CITADEL RETREAT CENTER
FACILITY WEDDING USE CONTRACT**

309 Vision Rd.
Queen City, Texas 75572
903-796-8384 (Church Office)

ORGANIZATION INFORMATION:

Name of Organization/Person _____

Contact Person _____ Phone Number _____

Mailing Address _____

Email Address _____

Groom's Name _____ Bride's Name _____

FACILITY USE INFORMATION:

Purpose _____

Number of Attendees _____ Adults _____ Minors _____

Facility usage Start date _____ Ending date _____

Time of Use (including set up and tear down) Arrive _____ Depart _____

FACILITY NEEDS:

Upstairs Bunk House (sleeps 27-31) _____

Game Room _____

Downstairs Bunk House (sleeps 26) _____

Kitchen _____

Swimming Pool (addt'l charge) _____

Canoes _____

Other _____

CONTRACT:

I agree to abide by the facilities guidelines, policies and charges. I (we) fully understand the breakdown of charges for this rental. I will forward this contract and the payment in full upon approval of the event. Failing to comply with these standards will forfeit the rental.

Signed: _____

Date: _____

Breakdown of charges:	(office use only)
Facility Use Fee	\$ _____
Deposit	\$ _____
(refundable by mail following retreat)	
Other	\$ _____
_____ (INITIALS)	TOTAL \$ _____

FACILITY GUIDELINES, POLICIES, AND CHARGES

Instructions: Please submit a completed application form to Christian Fellowship Church, 1206 Hwy. 59 North, Queen City, TX 75572 for processing

1. A FACILITY USE CONTRACT must be filled out and signed in order to reserve a date on the church calendar. Phone conversations DO NOT constitute a reservation. Reservation dates/times WILL NOT be held until the contract and deposit is received and approved by Christian Fellowship Church.
2. FULL PAYMENT must be received by the first day of the event. The rental will be cancelled if payment is not paid in full the first day of the event.
3. We reserve the right to deny rental to any organization and/or person.
4. Charges for use of The Citadel Retreat Center are as follows:

Security Deposit

(Security deposit is due at time of booking.
Security deposit is refunded by mail after your departure. Deposit is NOT refunded if property is left dirty, trash is not removed and/or damage to property is found.)

\$100 per retreat

Retreat Facility (overnight) * \$150 per night minimum is required (including bunkhouses, game room, kitchen facility and canoes)

\$25 per person per night

Retreat Facility (day use)

\$300 per day

Wedding Reception (day use)

\$350 per day

Swimming Pool

\$ 50 per retreat

5. No **alcoholic beverages** are allowed on premises.
6. No **smoking** is allowed on premises.
7. No **firearms** are allowed on premises.
8. No running is allowed in the pool area.
9. No horseplay is allowed in the pool area.
10. No climbing or hanging on the fence is allowed.
11. When minors will be a part of activities, adult supervision is required at all times.
12. NO POOL TOYS OF ANY KIND EXCEPT BEACH BALLS! (This includes NO diver's coins or diver's rings, NO small items, NO sharp objects and NO glass in pool area.)
13. Everyone entering the pool area must shower off before entry. Shower is on south side deck area.
14. When using the pool, adult supervision is required at all times!
15. When using the canoes life jackets must be worn at all times.
16. All fishing is "Catch and Release" only.
17. Clean up and trash removal is YOUR responsibility. Security deposit WILL NOT be refunded if property is left dirty or trash is not removed.
18. Both bunkhouses have twin size bunks. Linens are NOT provided.
19. Trash bags and all paper products are your responsibility. We DO NOT provide these items.
20. **Cancellation Policy:** Please immediately notify the church office. Failure to notify the church office 48 hours before your scheduled event will result in loss of deposit.
21. Any exceptions to these policies and guidelines will require the approval of Christian Fellowship Church. Contact the church office for questions.