



**Monadnock Bible Conference  
 Monadnock Christian Conference Center Inc.  
 (MCCCI)  
 Rental Group Weekend Contract**

Monadnock Bible Conference Center      Phone: 603.532.8321 Fax: 603.532.4277  
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 Jaffrey NH 03452-0070                      Visit us! [www.monadnockbible.org](http://www.monadnockbible.org)

**Group and Contact Information**

**Name of Group:**

**Primary Contact Name:**

**Secondary Contact Name:**

**Address:**

**Address:**

**Home Phone:**

**Home Phone:**

**Work Phone:**

**Work Phone:**

**Cell:**

**Cell:**

**Fax:**

**Fax:**

**Email:**

**Email:**

**Reservation Dates**

**Arrival:**

**Departure:**

**Time of Arrival:**

**Time of Departure:**

**First Meal:**

**Last Meal:**

**Monadnock Bible  
 Conference**

We are a non-profit, religious, and charitable camp open to all. We have a family type atmosphere with Christ-centered programs operated by experienced and competent staff. We are located at the base of Mount Monadnock on 147 acres in Jaffrey, NH. We are a year round conference center.

In addition to our own sponsored programs, our facilities are available to other church groups and ministries. Our grounds offer a spectacular view of Mount Monadnock, a heated indoor swimming pool, 40 bedrooms (260 capacity), mountain climbing, Christian bookstore, dining rooms, home style meals, seasonal outdoor sports, and meeting rooms.

**Our heart's desire** is to partner with churches and ministries to exalt Jesus Christ through conducting Bible centered programs to encourage people to trust in Jesus Christ as Savior, to nurture Christian character, to train for worldwide service, and to strengthen family life.

## Financial Arrangements:

### Reservation and Payments

A signed contract with a guaranteed number of persons and a \$500 deposit are required to make a reservation.

A 50% nonrefundable amount is due 30 days prior to the first day of the reservation. The \$500 deposit will be deducted from this amount. This financial commitment is based upon the guaranteed number of persons.

### Cancellation

Cancellation up to 120 days prior to the retreat will be the \$500 deposit.

Cancellation, or a reduction in group numbers, between 30 days and 120 days from the reservation date will require a 40% payment of the guaranteed number of persons at the adult rate. The \$500 deposit will be used towards this percent.

Cancellation, or a reduction in group numbers, less than 30 days prior to the reservation will require 50% of the guaranteed number of persons at the adult rate. The \$500 deposit will be used towards this percent.

### Group Numbers

We forgive 5% of your contracted numbers if you are lower. Beyond 5%, you will be responsible for 50% of the contracted cost, at the adult rate, between your actual numbers and the guaranteed number of persons.

Any reductions in the guaranteed number of persons must take place prior to 120 days from the reservation. Any reductions after the 120 day point will be subject to cancellation penalties.

The contract is set at either a one night or two night retreat. In either case, those

coming for the day only, or for part of the weekend, do not count towards your guaranteed number of persons. They are considered a separate group. We will pro-rate their stay accordingly.

Accounts are payable in full upon arrival. Checks may be made payable to MBC.

## Governing Guidelines:

### Statement of Faith

Rental Groups are to respect the beliefs of the Monadnock Bible Conference as set forth in the Statement of Faith.

### Respect Guidelines

Rental Groups are to respect the guidelines posted on the grounds.

### Sharing Facility:

MBC reserves the right to book other groups simultaneously. If your group is interested in exclusivity, please call for details.

## Promote Safety:

Pressing the fire alarm will notify the fire department and alarm company. Any false charges will be billed directly to the responsible group.

Campfires will be set up and started by the MBC Staff, as permitted by the Jaffrey Fire Department.

Keep fire exits clear and accessible.

Campus speed is 10mph. Respect posted signs, and park in such a way as to keep the driveways open.

We do not permit any form of ATV, dirt bikes, or unregistered scooters.

Shirt and shoes are required in public areas.



*Located in the heart  
of New England!*



## Certificate of Insurance

We expect a copy of the certificate of insurance from your insurance carrier naming Monadnock Bible Conference as the individual insured, for the dates of your reservation.

When contacting your insurance carrier, be sure to mention the activities of which the group will be participating.

## Taking Care of the Facility

We have a firm, no pet policy, including pets in vehicles. Furniture, beds, and audio visual equipment are not to be moved.

Activities should be free from rough housing, and ball games will take place outdoors.

Help us conserve water and electricity by using only what you need.

Before your departure, walk through your rooms to be sure that personal items are

removed. MBC will not be held liable for stolen or missing items. Please see that all of your rooms garbage is in your room's trash can.

MBC will do a walk through inspection after your departure. Make us aware of any damage caused by your group. You will be responsible for damage caused by your group. Litter or messes that require additional cleaning will be charged to your group as well.

Counselors will chaperone and be directly responsible for all program supervision and discipline, including the enforcement of these policies. A ratio of one counselor to eight campers, or ideally one counselor per room is required.

Alcoholic beverages and illegal drugs are not permitted on MBC property. Smoking is only permitted outside and away from the buildings in designated areas by legal aged persons.

Audiovisual equipment is available upon request. Our chapel is equipped with a projector. (You will need to bring your own computer.) The only musical instrument that we provide is a keyboard which stays in the Chapel and is available to use.

We also have whiteboards, TV's, and overhead projectors which should be requested in advance.

## Noise Policy

Our desire is to be a good witness to our neighbors and respect their privacy. We observe quiet hours between 10pm and 8am. Both inside and outside activities and gatherings, which take place during this time, must be aware and honor these hours. The MBC pool closes at 10pm.



## Life Guards

Lifeguards are needed for all swim and water times for youth under the age of 18. We will provide a total of 5 hours of life-guard coverage for you at no charge. You may use these 5 hours at the MBC waterfront, at the MBC pool or in a combination of both locations. Additional hours are available for \$100 per hour and \$7.50 per life guard.

**A copy of your schedule, which includes your swim and water requests, is due 30 days prior to the retreat.**

Swim times that require lifeguards can not be guaranteed unless we have 30 days notice.

The pool maxes at 50 persons. The waterfront maxes at 60 persons.

## Medical Requirements

If you are bringing a youth group, we require that a Medical Permission form be filled out completely for every person under 18 years of age.

We will provide you with a form which you can copy, and hand out to the members of your group. These forms are mandatory and must be turned in to our office upon arrival.

**Persons without the properly filled out forms, (including all required signatures) will not be permitted to attend.**

## For Youth Groups Only

No refunds will be given for youths who are not admitted due to incomplete medical forms. All medicines must be collected and dispensed by the group leader.

## Room Rosters

The group leader will submit a room assignment list to the office upon arrival. The room roster will include the first and last name of each person and their room number. This information is for fire safety purposes.

## Dining Room Procedures

Our three dining rooms seat up to 280 guests. Meal times are as follows and determined by the largest group of the weekend:

Breakfast is 8:00 or 8:30am,  
Lunch is 12:00 or 12:30pm,  
Dinner is 5:00 or 5:30pm.

**Please be prompt to meal times.** Our dining rooms are closed one hour before and after each meal for set up and break down.

We do not permit any food fights, eating contests, or other wasteful behaviors

with food. We use the "servant" system, where one person from each table goes to the window and carries back food to serve their table. We request that all groups clear their dishes and wipe their tables after each meal.



*Please retain a copy of this contract for your records, and return the signed copy with your \$500 deposit.*

*Reservations are not considered official until we receive a signed contract and \$500 deposit.*

## Snacks (optional—please fill in)

**Snacks**, which usually contain fruit, punch, and a variety of homemade desserts and cookies, are available at a cost of \$2.50 per person per night. You may choose one night, two nights or not at all.

\_\_\_\_\_ Friday and Saturday (\$5.00 per person),      \_\_\_\_\_ Friday only, (\$2.50 per person)  
\_\_\_\_\_ Saturday only, (\$2.50 per person)      \_\_\_\_\_ No, thank you.

## Expected Costs:

This reservation is based upon the guaranteed number of \_\_\_\_\_ persons.

The basic weekend is \$99 per person for persons ages 12 years old and older. Children ages 2-11 are half of the adult rate. Children under 2 are \$10. **(Please keep in mind that if you choose snacks, it will be added to the \$99 rate. That figure divided in half is the ages 2-11 rate, and children under 2 are still \$10.)**

\$\_\_\_\_\_ per person (ages 12 and up)

\$\_\_\_\_\_ per person ages 2-11(half of the adult rate)

Children under 2 are \$10

The Group Leader accepts the responsibility of communicating these guidelines to the leadership and attendees of the reservation and will follow through to ensure compliance. Please do not sign this contract without a thorough understanding of it's contents.

## Reservation Dates:

Reservation Dates: \_\_\_\_\_ to \_\_\_\_\_

Group Name: \_\_\_\_\_

Group Leader signature and date:

\_\_\_\_\_ Date: \_\_\_\_\_

Organization officer signature and date:

\_\_\_\_\_ Date: \_\_\_\_\_

Monadnock Bible Conference—authorized signature and date:

\_\_\_\_\_ Date: \_\_\_\_\_