

Living River: A Retreat on the Cahaba Event Planning Guide

Reservations and Payments

Reservations

Reservations can be made by calling Living River at (205) 208-0035. After a reservation is made, you will be sent a confirmation and a Use Agreement. You will have 30 days to sign the Use Agreement and return it with the required deposit. Your signed agreement acknowledges that you have read, understand, and are willing to follow and enforce these policies with your group.

Deposit

Your deposit will be 25% of the estimated cost of your event (lodging, meals and other services) or \$100 depending on which amount is larger. Rate sheets are provided separately. Your deposit is due within 30 days of the Use Agreement date to complete and hold your reservation.

Guaranteed Minimum

Two weeks prior to the event you are responsible for providing Living River with a final estimated number of people attending your event. This number will become your guaranteed minimum. You will be responsible for paying whichever is greater, the guaranteed minimum or the actual number of attendees.

Final Payment

At the end of your stay, our Host will review the final charges for your event. Your deposit is considered part of your final payment and will be deducted from the total amount due on your bill. Your group will be billed by mail for your final charges. Payments cannot be accepted at the camp. Final payment is due within 30 days of completion of your event.

Cancellations

Should you need to cancel your event, the deposit minus a \$100 processing is refundable or transferable up to ninety days before your event. If you cancel within 30 to 90 days prior to the event, you will receive a refund of 50% of your deposit less a \$100 processing fee. After that time, the deposit is not refundable, nor may it be transferred to another date.

Insurance

All guest groups are asked to provide a Certificate of Insurance naming Living River as an additional insured. A copy of this certificate should be provided to the camp prior to the group's arrival.

Availability

Living River reserves the right to refuse the use of our facilities to groups whose purposes are determined to be inconsistent with the principles and spirit of The Presbyterian Church (USA).

Arrival and Departure

Host

A camp staff member or volunteer will serve as Host for groups using the camp. The Host will be available to provide information, answer questions and assist groups as needed. The Host is also responsible to ensuring groups understand and follow the camp's policies.

Arrival

Check-in time for groups is normally 4:00 p.m. Early arrival must be coordinated with the camp prior to your event. The group leader should check in with the Host upon arrival. The Host will provide the group with an orientation regarding safety and camp policies.

Departure

Check-out time for groups is normally 11:00 a.m. Late check-out or use of non-lodging facilities after check-out needs to be coordinated with the camp prior to your event. Prior to departure the group leader needs to meet with the Host to finalize the charges for the event.

Access After Hours

For the safety and security of our guests, the gate at the entrance to camp is closed from 10:00 p.m. to 7:00 a.m. each night. If members of your group need to arrive or depart during these hours, please make arrangements with the Host.

Parking

Guests may drive to cabins to unload; however, parking is limited. Please do not park on the grass or where you will block the road or driveway. Additional parking is available in several designated parking areas.

Facilities

Facility Use

We ask that your group use only the lodging and meeting space reserved for you because we often serve multiple groups. If you discover during your event that you need additional space, please contact the Host.

Linens

Guests must provide their own bedding, pillows, and towels.

Food in Buildings

We ask that groups limit food in the cabins to keep them clean and to reduce the possibilities of ants, etc.

Cleaning

While we will clean your building after you use it, we ask that you help us by returning furniture to its original location and ensuring all trash is placed in the trash cans provided in the building. A \$50 cleaning fee may be added to your group's charges if buildings are excessively dirty and need additional cleaning beyond what we normally do.

Keys

If requested, group leaders will be issued keys for the facilities their group is using. A \$25 charge will be added to the final bill for any keys not returned at check-out.

Damages

Upon arrival the group leader should inspect your assigned facilities and report any damage to the Host. Your group will be held financially responsible for any damage that occurs to the facilities during your group's use.

Environmental Stewardship

Guests are asked to help us maintain the natural beauty of the camp by not cutting, breaking, or digging up flowers, shrubs, or trees. We also encourage guests to help us reduce the camp's impact on the environment by recycling where possible and turning off lights when not in use.

Quiet Hours

Because we often serve groups of varying ages and needs at the same time, we ask guests to maintain quiet hours from 10:00 p.m. to 7:00 a.m.

Cell Phones/Internet

Please be aware that the camp has very limited cell phone service and internet access.

Food Service

Meal Service

Our kitchen can provide your group with delicious home-style meals to help make your event special and reduce the time and effort you need to spend on food preparation. We offer meal packages that make meals affordable for any type of group. Arrangements for meals must be made two weeks prior to your event.

Meal Times

For groups enjoying meals with us, breakfast is served at 8:00 a.m., lunch at 12:00 p.m., and dinner at 6:00 p.m.

Family Style

To help promote a sense of community and provide people the opportunity to be of service to others, our meals are normally served family style. We ask that a few members of each group arrive 10 to 15 minutes before the meal to help set up. We also ask each group to help clean up their tables after meals.

Special Dietary Needs

Many special dietary needs including vegetarian and lactose-intolerant can be accommodated if we know about them two weeks in advance. Group members with other dietary restrictions should contact the camp to discuss their needs.

Additional Services

In addition to our regular meals, we can also provide special services such as coffee service, snack, cookouts, and sack lunches for an additional charge.

Self-Service Meals

Facilities for groups to prepare their own meals are not available at the camp. Our cabins do not include kitchens. The kitchen in the multipurpose building is licensed as a commercial food service and not available for use by outside groups.

Health and Safety

Emergencies

Upon arrival group leaders will be provided with a copy of our emergency procedures, along with a list of people and agencies to contact in case of an emergency. In case of emergencies, groups should maintain a list of names and addresses of all participants.

Health Care

Your group is responsible for providing any first aid or other health care services needed by members of your group. In case of emergency, groups should have the names, addresses, and emergency contacts for all group members. We recommend you obtain a health history including allergies, other health conditions, restrictions and a signed consent or parental permission to treat (youth participants) from all group members. We also recommend your group bring a first aid kit and have someone in the group certified in first aid and CPR. In the case of a medical emergency the camp will assist where possible, but your group is responsible for providing emergency care and

transportation if required. Please report all accidents that your group experiences to the Host for proper record keeping.

Supervision

Your group is responsible for supervising group members at all times. All adults accompanying children and youth groups should have undergone appropriate screening and training established by your governing organization. The following guidelines are recommended supervision ratios.

<u>Youth Age</u>	<u>Number of Leaders</u>	<u>Number Overnight Youth</u>
Up to 5 Years	1	5
6-8 Years	1	6
9-14 Years	1	8
15-18 Years	1	10

Transportation at Camp

Please observe our posted speed limits while at camp. Because children are near, please drive slowly. Passengers should only ride in proper seating compartments of vehicles and wear seatbelts. Off-road-type motorized vehicles may not be used at camp.

Hunting

Hunting is not permitted anywhere on camp property. Paintball and Air-Soft guns are also prohibited.

Fishing

Fishing is available at camp for those possessing the appropriate licenses.

Alcohol

The possession or use of alcoholic beverages in the youth cabins, staff cabin, and multipurpose building is prohibited when youth are present. Groups may request permission for having alcoholic beverages at other times. Please contact the camp prior to your event to determine if alcoholic beverages will be permissible.

Prohibited Items

We prohibit the possession of illegal drugs, weapons, and fireworks at the camp.

Smoking

Smoking is discouraged at the camp and is prohibited in any camp building.

Pets/Animals

Pets are permitted for day use only and must be kept on a leash. Owners are responsible for ensuring all the pet's vaccinations are current and for any damages or injuries caused by their pet. Other than service animals, we do not allow pets of any kind in the camp's buildings.

Off-Limits Areas

For the safety of our guests, some areas of the camp are off limits to everyone other than camp staff. These include maintenance areas, mechanical rooms, and the kitchen. There are also several former underground coal mines on the Living River property that are off limits for the safety of guests.

Campfires

Campfires are permitted in designated locations only and need to be coordinated with the Host. Firewood is available; groups should not bring or cut their own firewood. Please practice good fire safety by limiting the size of the fire and making sure it is completely extinguished after use.

Tornadoes and Severe Storms

In the event of a tornado or severe storm, guests should go immediately to the camp's storm shelter.

Program Opportunities

Scheduling

The camp offers a variety of fun and educational program opportunities that can be added to enhance your event. Due to high demand for these services and the need to schedule staff, we ask that you contact us no later than one month before your event to arrange for these activities. Some activities require additional fees to pay for staffing.

Team Building

We offer a variety of team building activities designed to help groups explore and learn more about teamwork, trust, communication, and leadership. Through a series of problem-solving activities, the camp's trained facilitators help groups process their experience and apply the lessons learned to real-life situations.

Canoeing

Canoeing is available on the beautiful Cahaba River. For groups with participants under 18 years of age a qualified leader provided by either the camp or group must supervise all canoeing. Required qualifications include CPR, first aid and either lifeguard or canoe instructor certification. Leaders of canoeing activities will be familiar with and follow the camp's canoeing policies.

Wading/Swimming

The Cahaba River offers wonderful opportunities for exploring the aquatic environment and for a refreshing swim. A certified lifeguard provided by either the camp or the group must supervise all wading and swimming. Lifeguards will be familiar with and follow the camp's aquatic activity policies.

Hikes

The camp has a number of well-marked hiking trails that allow you to explore the undeveloped portions of the camp. A trail map is available.

Personal Recreational Equipment

Guests who bring sports equipment (e.g., Frisbees, volleyballs, etc.) to camp for their self-directed game activities are advised to clearly mark all equipment with owner identification.

Consent Forms

Consent and Assumption of Risk forms must be completed before guests are allowed to participate in specialized adventure recreation activities.