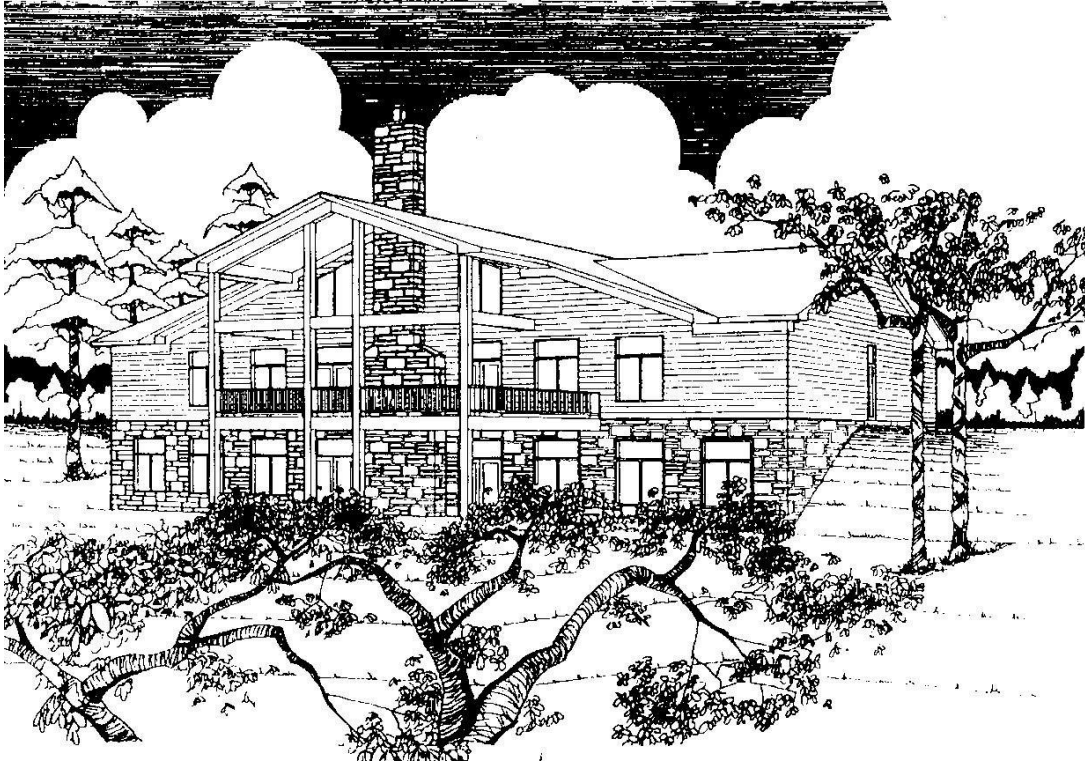


Bedford Camp and Conference Center

Guest Group Rental Packet



Bedford Camp and Conference Center is owned and operated by:

First Christian Church (Disciples of Christ)

1101 15th Street

Bedford, Indiana 47421

Phone: (812) 275-4497

Camp Mailing Address

Bedford Camp and

Conference Center

33 Church Camp Road

Bedford, IN 47421

(812) 329-1222

Email: manager@campbedford.com

Open Year Round

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MISSION

The mission of Bedford Camp and Conference Center is to provide the setting for outdoor ministry to people of faith. The camp's ministry of hospitality enables participants of all generations to foster a deeper faith, develop self-understanding, and build relationships with others.

HISTORY

What is presently called Bedford Camp and Conference Center was built as a community country club overlooking White River in 1914. It later became a YMCA camp called Camp Gunaquot until 1951, when the Christian Church (Disciples of Christ) in Indiana (Indiana Region) purchased the site. First Christian Church, Bedford, Indiana acquired the camp in 1972.

DESCRIPTION OF FACILITIES

The approximately 65 acre grounds of Bedford Camp and Conference Center are covered with a canopy of mature hardwood trees and are located on a scenic limestone ridge that towers above the East Fork of White River.

On the grounds you will find:

- Overlook Lodge - 10,700 sq. ft., three-level facility with
 - A fully equipped commercial-grade kitchen with walk-in cooler
 - Restrooms on main and lower levels with showers on lower level
 - Seating for up to 240 people
 - Large Indiana limestone fireplace
 - Wooden deck/balcony with unbelievable view
- Old Hearth Lodge-2,400 sq. ft. with
 - Large gathering room
 - Kitchenette/catering room
 - Restrooms with showers
 - Gas insert in limestone hearth
- Three room Cottage in the Woods
- Campfire pit/outdoor amphitheater area
- Private wooded Vesper area
- Ten air conditioned and heated cabins situated in two groups of 5 cabins each
- Each cabin can accommodate up to 10 campers
- Large shower house near pool and cabins
- Two private, handicapped accessible restrooms with shower near pool and cabins
- Swimming pool – Available Memorial Day weekend to Labor Day weekend
- Tennis/basketball court
- Sand volleyball court
- Recreational softball\soccer\frisbee\football field
- Five open shelter houses
- Playground equipment

Directions to Bedford Camp and Conference Center

From the North ...

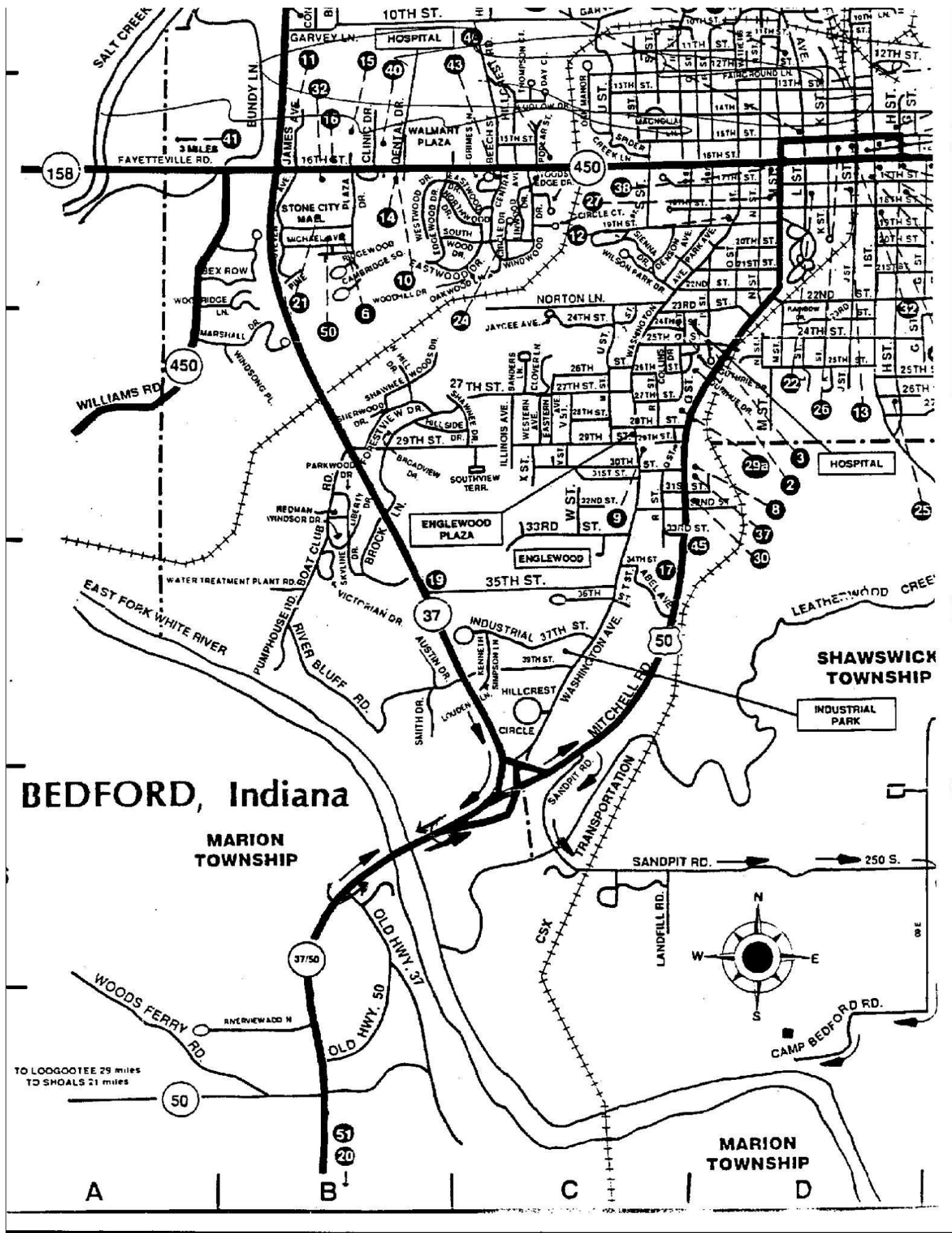
Take State Road 37 south past Bedford. After passing Bedford, State Road 37 narrows to one lane and crosses White River on the George C. Hawkins Memorial Bridge. At the second crossover that leads into the entrance to the car lot after crossing the bridge, make a U-turn. Go back to the north and take Business Route 50 toward Bedford. (Do not get on ramp that says “37 North”) At the next road after the ramp, turn right, on to Sandpit Road (There is a large red, white, and blue sign that says “Lawrence County Complex” at Sandpit Road). Go about two miles to Church Camp Road. Turn right (south) and follow Church Camp Road to the camp entrance.

From the South...

Take State Road 37 North toward Bedford. Cross White River on the Eugene B. Crowe Memorial Bridge and follow Business Route 50 toward Bedford. (Do not get on ramp that says “37 North”) At the next road after the ramp, turn right, onto Sandpit Road. (There is a large red, white, and blue sign that says “Lawrence County Complex” at Sandpit Road). Go about two miles to Church Camp Road. Turn right (south) and follow Church Camp Road to the camp entrance.

From the West... Take Highway 50 East to the junction with Highway 37 North and turn left at the light. Take State Road 37 North/Highway 50 West toward Bedford. Cross White River on the Eugene B. Crowe Memorial Bridge and follow Business Route 50 toward Bedford. (Do not get on ramp that says “37 North”) At the next road after the ramp, turn right, onto Sandpit Road. (There is a large red, white, and blue sign that says “Lawrence County Complex” at Sandpit Road). Go about two miles to Church Camp Road. Turn right (south) and follow Church Camp Road to the camp entrance.

From the East... Follow Highway 50 West into Bedford. Stay on Business 50 through Bedford. Continue southward on Business 50/Mitchell Road until you reach Sandpit Road. Turn left onto Sandpit Road just before reaching the exit ramp for Highway 37 North. (There is a large red, white, and blue sign that says “Lawrence County Complex” at Sandpit Road). Go about two miles to Church Camp Road. Turn right (south) and follow Church Camp Road to the camp entrance.



RENTAL TERMS/CONDITIONS OF USE BEDFORD CAMP AND CONFERENCE CENTER

TERMS

1. Reservation Fee – A reservation fee is required to secure a reservation. No reservation will be calendared until the fee is received.

\$200 reservation fee for rentals up to \$500

Reservation fee of 50% is required for rentals over \$500

Reservation fee will be applied to rental balance if facilities are properly cleaned and without damage. Renter's will be responsible for any damages occurring to the camp as a result of the group's actions while at the camp.

2. Cancellation – Cancellation/refunds are calculated based on the first day of the Rental period. Timely cancellation may result in refund of deposit as follows:
 - 90 Days – Rental agreements cancelled at least 90 days in advance Rental period will receive full refund of the reservation fee.
 - 89-45 Days – Rental agreements cancelled between 45-89 days in advance of Rental period will receive refund of 75% of reservation fee. If the facilities are re-rented for the rental period/rental rate, additional reservation fee *may* be refunded
 - 44-30 Days - Rental agreements cancelled between 44-30 days in advance of Rental period will receive refund of 50% of Deposit. If the facilities are re-rented for the rental period/rental rate, additional reservation fee *may* be refunded 30 or fewer Days - Rental agreements cancelled 30 or fewer days in advance of Rental period will receive NO refund.
3. Rental Agreement – **All renters must secure a liability insurance policy with a minimum limit of liability of one million dollars per occurrence and listing the Bedford Camp and Conference Center as an additional insured.**

If alcohol is to be served for an event, a signed alcoholic beverage consumption addendum must be signed and approved by the camp manager with the required amount of notice.

Paid reservation fee and signed Rental Terms/Conditions of Use (and alcoholic beverage consumption addendum if applicable) are required to secure a reservation. See Rental Terms/Conditions of Use for details on Fees and cancellation policy. Verbal Agreements do not secure a reservation.

CONDITIONS FOR USE

1. Conditions for Use – Each and every person who rents/uses Bedford Camp and Conference Center agrees to follow all Conditions for Use.

a) **Anyone using the deep fryer in the Overlook Lodge must use elbow length burn protection deep fryer gloves. No minors may be in the kitchen area while the deep fryer is in use.**

b) Renter/Campers are responsible to reasonable and proper use of all Camp property.

c) Renters/Campers assume liability for all unreasonable, negligent, or improper use of Camp property or personal behavior.

d) No firearms may be discharged on Camp property. No fireworks may be set off on camp property.

e) Alcohol may only be possessed at the camp according to Camp alcohol policy and with prior approval of the camp manager.

f) No smoking is allowed in any Camp buildings, including cabins, or within 50-feet of the entrance to Camp buildings

g) Clean Up is the responsibility of each Renter/Camper. Renter/Campers shall return all facilities or amenities to its original condition. Failure to properly clean the rented facilities will result in a cleaning fee of \$25.00 per hour for cleaning staff.

i. Renters/Campers are responsible for cleaning all used areas of the Camp.

ii. Tables and Chairs: Wash off table tops and chairs where food was served and/or consumed. Place all tables and chairs back in the closet or same location as at time of check-in. Do not stack tables on top of each other; do not stack chairs against the walls. Please USE the appropriate table and chair caddies found in the storage room. Store tables so that tabletops or table bottoms are back to back. Proper storage is required to insure that table tops do not get scratched or gouged.

iii. Walls: DO NOT use nails or thumb tacks to hang anything on the walls. If tape is used for decorating or signs, use tape that will not damage the paint. Remove all tape before leaving the facility.

iv. Floors: Sweep and mop the floors.

v. Kitchen: Clean all dishes and return to proper location. Remove any food brought by Renters/Campers from walk-in, freezer, pantry, etc. Sweep and mop kitchen floor.

vi. Trash: Bundle up ALL trash and put it in the dumpster at the end of the parking lot. This includes trash in the bathrooms.

vii. Bathrooms: Make sure bathrooms are clean and spotless- this includes bathrooms in Overlook Lodge, Old Hearth Lodge, Cottage in the Woods, and Shower House

viii. Lights: Turn off lights in all buildings and any external lights.

ix. Doors: Make sure that all doors leading to the outside are closed completely.

x. Golf Carts, when used by Renters/Campers are to be use only by adults with a valid driver's license. Golf carts are provided for shuttling people during special events such as weddings, and to transport campers and staff unable to walk to different parts

of the camp. **They are not to be used for recreational riding.** Golf Carts are to be used in a safe and reasonable manner. Any group using golf carts in a manner not consistent with this agreement will have their golf cart rights immediately suspended without a refund.

- xi. Renters must have a certified lifeguard present at all times if using the pool. (Bedford Camp and Conference Center does not provide lifeguards but may be able to help you find one.)
- xii. Renter/Campers are responsible for all injuries or illnesses incurred because of participating in the Renters/Campers activities while on Camp property.

ATTENTION: FAILURE TO ABIDE BY TERMS AND CONDITIONS OF USE WILL RESULT IN LOSS OF RESERVATION FEE AND MAY RESULT IN ADDITIONAL FEES.

Bedford Camp and Conference Center
RENTAL AGREEMENT

(Please Print) Renters/Campers - Group Name

Phone #: (____)____-____ FAX #: (____)____-____

Address

City State Zip Code

Group Leader / Contact Person E-Mail Address

Leader am # (____)____-____ Leader pm # (____)____-____ Leader Cell # (____)____-____

Camp Use – Rental Facilities/Amenities (check applicable areas)

- | | | |
|--|--|--|
| <input type="checkbox"/> Entire Camp | <input type="checkbox"/> Overlook Lodge | <input type="checkbox"/> Old Hearth Lodge |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Cabins #required ____ | <input type="checkbox"/> Reception/Special Event |
| <input type="checkbox"/> Privacy rental (fee required) | <input type="checkbox"/> Alcohol to be served (see addendum) | <input type="checkbox"/> Cottage in the Woods |
| <input type="checkbox"/> RV Hookup(s) Number ____ | <input type="checkbox"/> Golf cart | |

Total number in your group (including sponsors/counselors): _____

Special event rental time runs from noon day before event until midnight the day of the event.
Other rentals check-in time is 10am, check-out time is 2 pm. Early arrivals or late departures will be charged for an extra day.

Date of Arrival: _____ Time of Arrival: _____

Date of Departure: _____ Time of Departure: _____

***I am the designate representative of the Renters/Campers described above. I have read the “Rental Terms/Conditions for Use”, and our Campers/Renters agree to abide by those terms during our stay at Bedford Camp and Conference Center.** Furthermore, we hereby release and discharge Bedford Camp and Conference Center and First Christian Church (Disciples of Christ) Bedford, Indiana., its officers, directors, ministers/pastors, employees and agents from any and all claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occurring while our group is at Bedford Camp and Conference Center.

****Remember, any changes to this information must be made at least one week in advance, changes may affect fees, and **all rental payments are due upon arrival.** Failure to pay may result in cancellation of rental term or additional fees. A valid credit card must be on file with the church office, and this card will be charged to cover any damages resulting from the actions of the Renter or any guest, either invited or not invited, of the Renter while at the camp.**

Authorized Signature

Date

FACILITY USE AGREEMENT

Bedford Camp and Conference Center and First Christian Church (Disciples of Christ) Bedford, Indiana (hereafter "Owner"), a not-for-profit corporation, makes its facilities available to groups or organizations for meetings or other events, whenever possible.

Name of Group/Organization (hereafter, "User") _____

Address _____

Phone Number(s) _____

Contact Person _____

Email Address _____

Date(s) and time(s) of meeting or other event _____

Nature of meeting or other event _____

Facilities being reserved _____

Facility Usage Fee \$ _____

GENERAL GUIDELINES AND REQUIREMENTS

1. For purposes of this Agreement, any reference to facilities includes reference to any property of the Owner, including furniture and equipment.
2. User is required to abide by all Owner guidelines, requirements, and other restrictions regarding usage of the facility.
3. Owner reserves the right to schedule other activities and events in other parts of the facility on the same date(s) and time(s) unless a privacy fee is being paid.

TERMS AND CONDITIONS

1. User agrees that it will not use the facility for any unlawful purpose and will obey all laws, rules, regulations of all governmental authorities while using the above-described facility.
2. User agrees that it will not use the facility for any purpose that is contrary to the mission, purpose or belief of the Owner.
3. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances, exits and restrooms.
4. User agrees to conduct a visual inspection of the premises, including entrance, exits and restrooms, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
5. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above-described premises, its entrances, exits or restrooms, the surrounding areas, for User's purpose, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
6. User agrees to acquire adequate insurance to cover any injury or damage including, but not limited to, medical payment coverage arising out of User's use of Owner's facilities and that User's insurance will provide primary coverage that will not be required to contribute with any insurance obtained by Owner.
7. In the event of damage to Owner's facility, those using any Owner's facility shall accept the amount of repair and replacement costs as estimated or otherwise determined by the Owner or its designee and shall pay the Owner for such repair and replacement costs upon demand.
8. Neither party is liable for any failure of performance if such failure is due to any cause or causes beyond such party's

reasonable control (“Force Majeure”), including without limitation, acts of God, terrorism, war, fire, explosion, flood, civil disobedience or riot, adverse weather conditions, governmental action/regulations or labor difficulties.

9. This Agreement is non-exclusive. Nothing herein prevents either party from entering into similar agreements with other entities either prior to the event or at any time thereafter.

10. Both parties claim independence from one another and act as separate entities, and nothing herein creates or implies an agency relationship or a joint venture or partnership between the parties.

11. Either party’s failure to enforce any provision or term of this Agreement shall not be construed as a future or continuing waiver of such provision or term of this Agreement.

12. In the event any provision or portion of this Agreement is held to be invalid or unenforceable for any reason, such invalidity or unenforceability will attach only to such provision or portion of provision and will not affect or render invalid or unenforceable any other provision of this Agreement.

13. This Agreement sets forth the entire agreement and understanding between the parties pertaining to the subject matter other than as expressly provided in this Agreement. This Agreement may only be modified by a written document signed by duly authorized representatives of the parties. User represents and warrants that it has read and fully understands all guidelines, requirements, restrictions, and other provisions set forth in the Facility Use Agreement, requests usage of Owner’s facilities as indicated above, and accepts, agrees to, and will in all respects fully and timely comply with the Facility Use Agreement.

Date: _____

User Signature: _____

Print Name: _____

Title: _____ (Authorized User Representative)

Accepted by Owner: _____

Date: _____

Signature: _____ **Title:** _____

BEDFORD CAMP AND CONFERENCE CENTER ALCOHOLIC BEVERAGE CONSUMPTION POLICY

Preamble

As a general guideline, alcohol is not served or consumed at Bedford Camp and Conference Center. An exception to this guideline is made when a group renting the venue has contracted with a licensed alcoholic beverage caterer or has obtained the proper Beer and Wine and Bartender's Permits. Any group desiring to serve or consume alcohol must notify the Camp Manager of their intent and must have the approval of the Camp Manager **BEFORE** making catering or permit arrangements.

Policy

1. By Indiana law, all alcohol served on the premises must be served by a licensed bartender. All bartenders at Bedford Camp and Conference Center must be licensed and have liquor liability insurance.
2. Regulations concerning the serving of beer, wine, or liquor at your event are established by the State of Indiana and not by the Bedford Camp and Conference Center or First Christian Church. We strongly advise that you consult with your insurance agent.
3. If you wish to dispense liquor at your event, you must hire a licensed alcoholic beverage caterer. Many bars and restaurants that hold liquor permits also hold catering permits. [Direct all questions to your licensed caterer and not to Bedford Camp and Conference Center or First Christian Church.]
4. If you wish to serve only beer or wine but not liquor, you are not required to hire a licensed caterer. However, the State of Indiana's regulations for two temporary permits must be followed:
 - o Temporary Beer and Wine Permit (State Form 35494)
 - o Temporary Bartender's Permit (State Form 43)

These forms and information can be obtained at www.in.gov/atc or by contacting the Indiana Alcohol and Tobacco Commission, 302 West Washington Street, Rm. E114, Indianapolis, IN 46204, (317) 234-4315.

5. In the event a group is given approval by the Camp Manager, a Rental Agreement Addendum Alcoholic Beverage Consumption must be signed by both parties (Bedford Camp and Conference Center and Renter).
6. The Renter agrees to assume all liability related to alcohol being served to attendees. Further, the Renter agrees to indemnify and hold harmless Bedford Camp and Conference Center and First Christian Church for any damage, personal injury accidents or deaths that may occur related to the serving of alcohol.
7. The Renter must provide to the Camp Manager of Bedford Camp and Conference Center [First Christian Church] a copy of a "Single Event Liability Insurance" issued for this event, at least two (2) weeks prior to the event. Policies are easily obtained through your insurance agent or at www.theeventhelper.com. The event insurance must be no less than a One Million Dollar (\$1,000,000.00) policy. The Renter expressly agrees to assume the risk of any accident or personal injury which may be sustained while using the aforesaid facilities, and agree the Bedford Camp and Conference Center and First Christian Church will be in no way liable for any such injury or damages to persons or property of those in attendance of the above mentioned event. The Renter further agrees to indemnify and hold harmless Bedford Camp and Conference Center and First Christian Church for any loss, expense, including but not limited to defending claims and reasonable attorney's fees, at the time any claim asserted, for any injuries or damages to person or property, sustained by any guest, either invited or not invited, of the Renter while upon said premises.
8. Any group wishing to serve and consume alcohol will be required to pay by credit card a reservation fee of Two Hundred Dollars (\$200.00) and that said reservation fee must be paid in order to secure a reservation. The credit card will be billed to cover any damages incurred by the camp due to the actions of the renters or their guests.

Bedford Camp and Conference Center
RENTAL AGREEMENT ADDENDUM
ALCOHOLIC BEVERAGE CONSUMPTION

(Please Print) Renters/Campers - Group Name

Phone #: (____)____-____ FAX #: (____)____-____

Address

City

State

Zip Code

Group Leader / Contact Person

E-Mail Address

Leader am # (____)____-____ Leader pm # (____)____-____ Leader Cell # (____)____-____

Date of Arrival: _____ Time of arrival: _____

Date of Departure: _____ Time of departure: _____

***I am the designated representative of the Renters/Campers described above. I have read the “Bedford Camp and Conference Center Alcoholic Beverage Consumption Policy,” and our Campers/Renters agree to abide by the terms contained therein during our stay at Bedford Camp and Conference Center.**

I understand that once given approval by the Camp Manager, it is the Renters/Campers’, described above, responsibility to obtain the necessary and proper permits in order for there to be alcohol served and/or consumed for our event, and that a copy of said permits must be provided to the Camp Manager at the time the last payment is due.

I further understand that I must provide a copy of a “Single Event Liability Insurance” policy, in an amount no less than One Million Dollars (\$1,000,000.00), for our event, and that said copy must be provided to the Camp Manager at least two (2) weeks prior to the event. Most licensed bartenders and caterers will have such a policy in place.

I further understand that the Renters/Campers, described above, will be required to pay a reservation fee of half of the balance, and that said reservation fee must be paid in order to secure a reservation.

Furthermore, the Renters/Campers, described above, agree to assume the risk and all liability for any personal injury accidents or deaths that may occur related to alcohol being served to attendees at our event. Further, the Renters/Campers, described above, agree to indemnify and hold harmless Bedford Camp and Conference Center and First Christian Church (Disciples of Christ) Bedford, Indiana, its officers, directors, ministers/pastors, employees and agents, for any loss or expense, including but not limited to defending claims and reasonable attorney’s fees, at the time any claim asserted, for any injuries or damages to person or property, sustained by any guest, either invited or not invited, of the Renter while upon said premises.

Authorized Signature

Date

The above “Renters/Campers-Group” are given approval to serve and/or consume alcohol for the above-described event, provided the necessary permits are obtained, the single event liability policy is obtained and the reservation fee is paid.

Bedford Camp and Conference Center Manager Signature

Date

Please complete Rental Agreement and return to:

Bedford Camp and Conference Center
33 Church Camp Road
Bedford, IN 47421

BEDFORD CAMP AND CONFERENCE CENTER EMERGENCY PLAN JULY 2021

Fire: Fire extinguishers are located on each floor of the Overlook Lodge, in the Overlook Lodge kitchen, in the Old Hearth Lodge, in the Cottage in the Woods, in the handicapped restrooms, and there is a fire extinguisher on a post outside of the pit cabins, a fire extinguisher on a post outside the back cabins, and a fire extinguisher on a post behind the shower house. Each building has a smoke detector. There are exit signs and emergency lights in the Overlook Lodge and the Old Hearth Lodge. Smoke detector and emergency light batteries are tested monthly by contract maintenance. Each group should check the smoke detectors in each cabin upon arrival to the camp. Fire extinguishers are checked twice a year and the range hood fire suppression system is checked annually by an outside vendor.

In case of fire which cannot be easily extinguished by camp staff, a signal should be given and people on the grounds should meet in a predetermined place. The camp management suggests a loud blast from an automobile horn as the signal, and the open area north of the bell tower as the meeting area. In case of a fire near the bell tower, all campers should meet near the arched stone entryway to the camp. The best way to contact the local fire department is to call 911. If all campers are not accounted for at the bell tower, a designated camp leader or staff member should proceed to the arched entryway to wait for additional campers to arrive. Names and descriptions of missing people will be given to the authorities after a reasonable amount of time has elapsed to allow for arrival at the bell tower or camp entrance. All groups should go over these procedures and conduct a fire drill within 24 hours of arriving at the camp.

Inclement weather – At any sign of lightning, thunder, or high winds, all people should move into a sturdy structure. The basement of the Overlook Lodge is the safest location, and should be the sheltering area. A blast from an automobile horn should be the signal to summon everyone to the Overlook Lodge when severe weather is imminent. The restrooms or storage closets of the Overlook basement are the safest locations. If people cannot make it to the Overlook Lodge, they should get into the sturdiest structure they can reach, and go to an interior room or interior portion of that structure. Falling tree limbs are a major hazard at the camp during high winds, so nobody should remain outside.

Medical Emergencies – In case of a medical emergency someone should call 911 immediately, and appropriate first aid should be administered. The camp director should be notified, as well as the parents or family of the person experiencing the medical emergency. The camp manager should also be notified. If emergency services are called, the driveway into the camp should remain cleared so they can get to the person in distress, and a designated person should wait at the camp entrance to direct them to the emergency location.

This is the plan with details specific to Bedford Camp and Conference Center. Since the Bedford Camp and Conference Center does not supervise campers and only rents the facility, it falls on each group to implement a safety plan for emergencies such as fires, inclement weather, lost persons, and medical emergencies. For further guidance, it is recommended that camp leaders follow the advice of the Indiana State Department of Health's Guidelines, which can be found online at [https://www.in.gov/isdh/files/Guidelines for Youth Camp Emergency Plans.pdf](https://www.in.gov/isdh/files/Guidelines%20for%20Youth%20Camp%20Emergency%20Plans.pdf)