



Guest Group Agreement

Welcome to Montgomery. Our ministry of hospitality is rooted in welcoming people to experience Christ and Creation, deepen faith, and strengthen relationships. We look forward to caring for your group. This agreement outlines your booking, payments, and shared responsibilities as we prepare for your visit.

Your booking

Group / organization: _____

Group representative: _____ Role: _____

Email: _____ Phone: _____

Event / retreat: _____

Arrival date: _____ Departure date: _____

Estimate number / reference: _____ Estimate date: _____

Estimated participants: _____ Estimated total: \$ _____

The attached itemized estimate identifies the accommodations, meals, activities, and services included in this booking. Please review it together with this agreement and the Guest Group Guidelines.

Securing your dates

An estimate does not reserve or guarantee dates. Your 30% booking deposit is required to secure your dates and space, subject to availability when the deposit is received. Please contact Montgomery before paying so we can verify availability. The deposit is applied toward your total.

Please sign and return this agreement to office@montgomerycenter.org or mail it to the address below. A signed agreement without the deposit does not secure dates.

Your payment schedule

For estimates of \$10,000 or less: 30% is due at booking; the remaining contracted balance is due at check-in. For estimates over \$10,000: 30% is due at booking, 30% is due 30 days before the event, and the remaining 40% is due at check-in.

Payment	Amount	Due date
Booking deposit • 30%	\$ _____	_____
Advance installment • if applicable	\$ _____	_____
Remaining balance at check-in	\$ _____	_____

Montgomery will provide an updated invoice for approved changes or additional charges. Please contact the office if booking within 30 days of arrival so your payment amounts and due dates can be completed before signing.

How to pay

[Pay by card or ACH through your UltraCamp account](#)

You may also pay by card over the phone at 352-473-4516, or mail or drop off a check at Montgomery Center, 88 SE 75th Street, Starke, FL 32091. Contact the office for check payee details and drop-off arrangements.

Changes, cancellations, and balances

Additional services and participants. Products and services may be added if Montgomery can accommodate them. Increases in guest numbers require staff verification of space availability. Additional charges will appear on an updated invoice.

Participant reductions. Estimated participants may be reduced up to six weeks before the event. After that date, a reduction of up to 10% is allowed without penalty. Reductions greater than 10% are charged a no-show rate of 30% per person of the contracted rate.

Cancellation at least 60 days before the event. Payments are refunded less a \$50 administrative fee.

Cancellation less than 60 days before the event. The cancellation fee is equal to the 30% booking deposit.

Rescheduling. In special circumstances, rescheduling may be approved by the Executive Director. The deposit, less a rescheduling fee of 5% or \$50, whichever is greater, may be transferred. Groups may reschedule only once per calendar year. This agreement may not be transferred or assigned.

Payment at arrival. The remaining contracted balance is due upon arrival. Failure to make payment arrangements results in fees. After 30 days, a 5% late fee is charged, accruing each month on outstanding balances.

Post-visit charges. Additional services and damage to property may result in additional charges. Montgomery will issue a final invoice after the visit. It is due within 30 days of receipt. A 5% late fee accrues each month on outstanding balances after that deadline.

Meals and dietary needs

A minimum of 12 people is required for meal service. Groups below that minimum will be charged for 12 meals at the full price. Montgomery is not responsible for food brought to or carried from the property.

Final meal counts are due 14 days before arrival. Decreases after that deadline do not reduce charges for the previously ordered meals. Increases are subject to the cook's discretion with appropriate notice and will be added to the final invoice.

Standard meal times are breakfast at 8:00 a.m., lunch at 12:30 p.m., and dinner at 6:00 p.m. Adjustments may be arranged with advance notice. The food line remains open for 30 minutes; please have your group arrive promptly.

Please notify Montgomery of special dietary needs at least 14 days before arrival. We will try to accommodate them. Additional charges are described in the Guest Group Guidelines.

Arrival and departure

Check-in is after 2:00 p.m.; check-out is at 10:00 a.m. Requests for different times must be made at least 14 days before arrival. Approval is at Montgomery's discretion and additional fees may apply.

Your group provides a registrar to manage individual registration and room assignments. Submit a completed group roster upon arrival; a sample is provided in the Guest Group Guidelines.

Health, safety, and group responsibilities

Insurance. Your group must provide a certificate of insurance naming Montgomery Center as an additional insured, with a minimum of \$1,000,000 in coverage. Ask your insurance company to mail it to Montgomery or email it to office@montgomerycenter.org.

Supervision. Your group is responsible for adequate adult supervision of participants under age 18, and for screening staff and volunteers who have responsibility for or access to minors. Adults must be on duty at all times.

Health needs. Montgomery does not provide staff trained in First Aid/CPR. Your group is responsible for its own health needs and for providing a vehicle and qualified driver to transport an injured participant to local medical care if needed. Review the emergency information in the Guest Group Guidelines.

Activities. Montgomery provides a certified person for swimming, archery, the climbing wall, challenge courses, and boating. Reserve these activities at registration; availability depends on securing facilitation staff. Each guest must have a signed General Liability Waiver for all activities at Montgomery.

Guidelines and standards

Your group agrees to abide by this agreement and the Guest Group Guidelines. Montgomery may terminate this agreement and revoke its obligations if the group materially breaches these requirements, as determined at the Director's sole discretion.

Montgomery may require the group, its participants, guests, vendors, or subcontractors to leave if Montgomery determines, in its sole discretion, that circumstances require it.

[Guest Group Guidelines • version 2026](#)

Indemnify and hold harmless

Guest agrees to release, protect, defend, indemnify and hold harmless Montgomery and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Montgomery facilities.

Agreement and signatures

I have read and agree to the terms above and the Guest Group Guidelines, and have reviewed the attached itemized estimate identified on page 1.

For the guest group

Signature: _____ Date: _____

Printed name: _____ Title: _____

For Montgomery

Signature: _____ Date: _____

Printed name: _____ Title: _____