

Thank you for making a reservation at Camp Lookout. We look forward to serving you and your group as we strive to make your stay at camp a very positive experience.

Deposit Payment

Making a Deposit Payment (this amount is deducted from your final total balance) is the next step in confirming your reservation. If you did not pay the non-refundable deposit amount required to confirm your reservation at the time you made your reservation (typically by credit card over the phone), please make that payment now.

Payments can be made by the following methods:

- Call Camp Lookout at 706-820-1163 to pay by:
 - Credit Card (Master Card, Visa, Discover)
 - E-check
- Send paper check or money order
 - Make checks and money orders payable to
 - Holston Conference CRM
Attn. Jessica Porter
P.O. Box 850
Alcoa, TN 37701.
 - If mailing your payment, please send a copy of the Confirmation Page.

Your non-refundable deposit payment must be received within 30 business days from the date you made your reservation or your reservation may be canceled.

Group Contract Page

The accompanying **Group Contract page** details your group's reservation requests. Please check it carefully to make sure everything is correct. By signing this Group Contract, you and every member of your group agree to abide by the Camp Policies (copy provided to you in this packet of information). Signing the Group Contract also confirms the reservation details as stated on the Group Contract.

The signed Group Contract page may be scanned and emailed to Camp Lookout at admin@camplookout.com or sent by postal mail to Camp Lookout, 3130 Hwy 157, Rising Fawn, GA 30738.

Proof of Liability Insurance

All groups must provide Camp Lookout a **Certificate of Insurance** Naming Camp Lookout and Holston Conference Camp and Retreat Ministries as an additional insured. If no Certificate of Liability Insurance is received by Camp Lookout by two weeks before your group's arrival date, you will be charged \$115 to \$265 (depending upon your activities) for general liability insurance that will be provided to your group. **Please scan and email a copy of your insurance with your contract to Camp Lookout at admin@camplookout.com or send by postal mail to Camp Lookout, 3130 Hwy 157, Rising Fawn GA 30738.**

Camp Policies

Please read the accompanying Camp Policies (see attached file). You and your entire group are expected to abide by the camp's policies. If you have any questions or need to make any changes to your reservation, please contact Camp Lookout at (706) 820-1163 before your scheduled retreat date.

We look forward to having you and your group at Camp Lookout!