



Conference & Retreat Center ~ Higgins Lodge Rental Rates

For:

Laurel Ridge Camp, Conference & Retreat Center ~ Higgins Lodge Rental Rates Terms and Conditions, contract and liability waiver for 2026

Laurel Ridge Camp, Conference & Retreat Center is owned and operated by the Moravian Church in America, Southern Province to provide a facility for its programs and activities of its member churches and agencies. Other Christian denominations, Parachurch groups, nonprofit organizations and individuals whose purpose and objectives are not contrary with those of the Moravian Church in America, Southern Province may use the Laurel Ridge facilities as space is available. In keeping with the purpose of Laurel Ridge Camp, Conference & Retreat Center, the director has the authority to schedule or refuse use of the facility.

Rate Information:

Rates are per room per day and include one night's lodging and linens.

Salem Wing - Rooms with Private Baths Salem Wing \$135.00

Bishop Wing - Rooms with Semi-Private Baths \$100.00

Four Handicap Rooms are available with private baths at applicable rates above.

Meals are available with a minimum of 10 people attending or by special request. Rates are as follows:

Breakfast \$13,

Lunch \$15,

Dinner \$16.

Children ages 5 to 12 are half price, under age 5 are free.

Conference Rooms may be reserved for meeting space. Rates for Conference Rooms are per day and include set up/take down, A/V, TV-DVD, white board, flip chart, and optional beverage service. There are 4 possible meeting spaces available for use: Morningstar (A&B) \$700, Morningstar A \$350, Morningstar B \$350, Comenius \$375, and Sunrise \$500.00 per day.

Reservations for equipment, campfire or worship sites and most activities must be made at least 7 business days prior to arrival. For activities that require extra leadership (i.e. GIC, lifeguarding), 30 day notice is required so we may recruit staffing. Charges will be quoted upon reservation.

Laurel Ridge accepts reservations for conferences and retreats anytime.

Reservations are contracted on a first come, first serve basis, without regard to race, gender, religion, disability or national origin. Groups needing a meeting space may reserve one Conference Room initially and have the option to add Conference Rooms as they are available 30 days prior to arrival.

Reservations are made for a specific number of rooms. Groups are encouraged to reserve only the minimum number of rooms deemed necessary for their event. Rooms may be added as availability allows. Please indicate how many of each type of room (view preference, private bath, semi-private bath or handicap) you prefer when reserving. Laurel Ridge Registrar will assign sleeping rooms. Requests for specific rooms are limited to Handicap Rooms.

To reserve space, Laurel Ridge must receive a non-refundable deposit of 10%. Deposits are due by the date specified on the contract.

For:

A \$50 per lodging room deposit will be required at least 90 days prior to the event to confirm a reservation.

Any cancellations or changes must be made at least 30 days before the group is scheduled to arrive. If cancelled after this date all deposits will be forfeited.

Upon receiving reservation request, a contract will be mailed to Lessee, stating deposit amounts and due dates. If a deposit is not received in registrar's office by the deposit due date, Laurel Ridge reserves the right to rent to another group or individual. Contract will also confirm retreat rates and program specifics.

Check-in after 4:00 p.m. Check-out: the lobby desk by 11:00 a.m. There will be a \$15.00 replacement charge for each lost key.

Food Service: Groups must confirm the number of people eating for any food event, including any food allergies or preferences, at least 5 business days before their arrival.

Suggested Meal Times: Breakfast 8:00 am, Lunch Noon, Dinner 6:00 pm. However, we will attempt to accommodate your specific needs. Meals are served buffet style unless otherwise contracted. Proper attire must be worn at all times in the dining room. Adults are asked to supervise children through the serving line to minimize waste and to maintain traffic flow. Our staff will ask children to move with their parents if they begin through the line unattended. The dining room is closed for one hour after each meal for cleaning.

Children must be supervised at all times. No running, jumping on furniture or other horseplay is allowed. Laurel Ridge is a great and safe place for youth; however, experience has shown us that most incidents of unsafe behavior, accidents, and vandalism occur when youth are not properly supervised by adults. Our staff will speak to your children if they are behaving inappropriately.

Your group is expected to cooperate in maintaining a tranquil and restful atmosphere for all persons using the facility, including other groups, sojourners, residential staff, and neighbors. After 10:30 p.m. and before 7:00 a.m., noise should be limited to quiet indoor conversations.

Lessee will be responsible for all repair, replacement or associated costs for damages beyond normal wear and tear to grounds, facilities, furnishings and equipment caused during the rental period. We inspect our facilities and will bill your group for damage to a facility beyond normal wear and tear.

Lessee agrees to release and indemnify and hold harmless Laurel Ridge and its agents from and against liability for personal injury to guests resulting from any cause whatsoever except such personal injury caused by the willful negligence or intentional acts of Laurel Ridge or its agents.

A list of furnished items is in each guest room. Please notify the front desk of any missing items or damage in room upon arrival. Laurel Ridge will not be responsible for lost, stolen or damaged belongings. Please keep track of your belongings and take them home when you leave. Any items found will be kept in a 'Lost & Found' for 30 days and will be donated to a charitable cause if not claimed within that time frame.

Upon completion of retreat, Lessee will check out, return all keys and settle accounting of charges which include but are not limited to room charges, extra meal costs, and remaining balance due. Lessee may pay final balance due or if preferred, may be billed for charges, payable within 30 days of rental period.

Alcohol policy: Laurel Ridge does not provide or serve alcoholic beverages. Groups may bring their own alcohol which must be kept in their assigned meeting room. Guests are required to drink in moderation and to keep themselves isolated from other groups during and after consuming alcoholic beverages. Alcoholic beverages may not be consumed by anyone under the age of 21.

No unauthorized pets are allowed at Laurel Ridge. Service animals are only allowed with proper documentation and permits.

Vehicles are only allowed in designated areas.

Laurel Ridge strives to provide a healthy and smoke free environment. Smoking is prohibited inside any and all facilities and is only permitted in outside designated areas. Illegal drugs, weapons, and fireworks are absolutely prohibited.

For:

Lessee agrees to abide by the following 'rules for Groups'; a list of safety and maintenance rules. For groups with children or youth, parents or adult leaders are responsible for enforcing the 'Rules For Groups'.

For your safety & the safety of the Community, Please:

- Wear your shoes at all times
- Walk, do not run, down hills.
- Do not throw rocks.
- Do not swim, canoe, or wade in the lake without a lifeguard
- Provide adult supervision for children fishing or otherwise near the lakes.
- Stay within camp boundaries
- Hike in groups and inform other of hiking plans.
- Build fires only by permission & only in designated areas.
- Do not tamper with fire extinguishers.
- ☐ For the welfare and the welfare of the community, Please:
 - Respect other groups with whom you are sharing the camp.
 - Do not go in unrented facilities, except common areas.
 - Share common areas (i.e. Activities center, softball field) with other groups.

To respect Laurel Ridge and it's natural setting, Please:

- Do not attempt to enter locked buildings.
- Do not go in the camp kitchens.
- Put litter in trash cans and aluminum cans in recycling bins.
- Do not drive on lawns or on the mountaintop or block roads with vehicles.
- Do not write on walls or otherwise deface buildings or furnishings.
- If you move furniture, return it to its original place before you leave.
- Smoke only in designate areas and put filters into proper receptacles.
- Leave the facility clean and in good condition.
- Do not pick flower or other vegetation.

Weather Policy: Laurel Ridge always considers the safety of our guests first when deciding to close because of weather. If Laurel Ridge cancels an event because of inclement weather, lessee will receive a full refund. If Laurel Ridge determines conditions are safe for event to proceed and the lessee cancels, standard cancellation policy applies.

Payment of deposit enters Lessee into agreement to comply with rules, regulations and conditions of this contract, as described above, 'Laurel Ridge Camp, Conference & Retreat Center Rental Terms and Conditions'. Laurel Ridge agrees to rent to the Lessee the contracted space in the above named facility or facilities for the specified rental dates at the rates specified unless otherwise noted.

To reserve space, Laurel Ridge must receive a non-refundable deposit of 10%. Deposits are due by the date specified on the contract. If deposit is not received in registrar's office by the deposit due date, Laurel Ridge reserves the right to rent to another group or individual.

Any cancellations or changes must be made at least 30 days before the group is scheduled to arrive. If cancelled after this date all deposits will be forfeited.

All special requests need to be made in advance to make sure we can accommodate your group.

If any changes or amendments to this contract are needed, please contact the office immediately.

Waiver of Liability, Assumption of Risk, Recognition of Media Consent and Indemnity Agreement

For: _____

Waiver: In consideration of permission to use, today and on all future dates, the property, facilities, staff, equipment and services of Laurel Ridge, Camp, Conference and Retreat Center. I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue The Regents of the Laurel Ridge, Camp, Conference and Retreat Center, its directors, officers, employees, and agents from liability from any and all claims including the negligence of Laurel Ridge Camp, Conference and Retreat Center of Laurel Springs, NC, 28644 resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in activities, classes, observation, and use of facilities, premises, or equipment.

Assumption of Risks: Physical activity, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. Laurel Ridge, Camp, Conference and Retreat Center has facilities for and provides for activities such as weight lifting, running, aerobic activities, classes and sporting activities. Some of these involve strenuous exertions of strength using various muscle groups, some involve quick movements involving speed and change of direction, and others involve sustained physical activity which places stress on the cardiovascular system.

The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions 3) catastrophic injuries including paralysis and death.

Check Box below

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the activities made possible by Laurel Ridge Camp, Conference and Retreat Center. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

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Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the Laurel Ridge Camp, Conference and Retreat Center, HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement at Laurel Ridge Camp, Conference and Retreat Center and to reimburse them for any such expenses incurred.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

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Yes, I have read and agree to the terms and conditions, contract and Waiver of Liability, Assumption of Risk, recognition of Media Consent and Indemnity Agreement

Signature _____ Date _____