



## Mountain T.O.P. Retreat Application

### Group Information

Group Name: \_\_\_\_\_

Group Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_ Zip: \_\_\_\_\_

### Director/Campus Minister/Group Leader/Contact Person Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_ Zip: \_\_\_\_\_

Primary Phone # (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_

Secondary Phone # (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*Email will be the primary means of communication unless otherwise noted.**

### Logistics

Dates of Retreat \_\_\_\_\_

Group Size \_\_\_\_\_

Number of vehicles you are bringing (if service is included in your trip) \_\_\_\_\_

To ensure adequate transportation for the service teams during the retreat, each vehicle should have the capacity to transport a 6-member service team and their tools each day. Participants will not be allowed to ride in open truck beds or in vehicles without seat belts. Groups are responsible for all vehicle expenses including gas.

**My group needs:**

- Breakfast \$4.50/person/day for \_\_\_\_ day(s)
- Lunch \$5.00/person/day for \_\_\_\_ day(s)
- Dinner \$6.00/person/day for \_\_\_\_ day(s)
- Overnight lodging (bunk accommodations) \$12.50/person/night for \_\_\_\_ night(s)
- Hiking (free, self-guided)
- Caving - \$25.00/person for \_\_\_\_ people in my group
- Low Ropes Course for \_\_\_\_ people in my group (Price depends on group size)
- High Ropes Course for \_\_\_\_ people in my group (Price depends on group size)
- Home Repair in the community - \$10/person/day for \_\_\_\_ day(s)
- Programming from the Mountain T.O.P. staff (devotionals, singing, etc.) - additional fee
- Use of Kitchen Facility to prepare own meals - additional fee

**\*These guidelines are an estimate for your fee. Fee will be determined after an application has been received and logisitcs are confirmed.**

Arrival: estimated day, time & 1<sup>st</sup> meal\*: \_\_\_\_\_

Departure: estimated day, time & last meal\*: \_\_\_\_\_

**\*Please help us with our food costs by noting which meals you will be eating in camp. We will assume you are eating all meals in between your 1<sup>st</sup> and last, unless otherwise noted.**

Any special dietary needs:

Any medical concerns/allergies that will be important for us to be aware of:

\*Groups 10 and under must add a \$1.50/meal surcharge to cover the cost of food preparation.  
\*A Day Use Fee of \$5.00/person/day will be charged to persons who choose not to stay the night but use facilities and are not taking part in any other Mountain T.O.P. programming (ropes course, etc.)

**Facility Expectations**

Mountain T.O.P. seeks to maintain a safe and clean camping facility. Groups are expected to be a partner in ministry by treating all living, dining, and work areas with respect. In the event of damage to Mountain T.O.P. property, groups will be asked to fix or replace harmed material. Likewise, Mountain T.O.P. expects groups to clean their living and dining areas before leaving camp. Supplies for cleaning will be provided for groups. If groups would like to pay for the Mountain T.O.P. staff to clean, an additional fee of \$50/building can be added to the group's payment.

**Fee: Varies based on Retreat**

Deposit = Total Group Size \_\_\_\_\_ X \$5.00 = \$ \_\_\_\_\_

*According to an IRS ruling, all out-of-pocket expenses, including room and board, travel and fees incurred while participating in a missions activity are considered charitable gifts and therefore can be included as a tax deduction on form Schedule A (IRC 170)*

**Payment Schedule**

- Deposit Due with application\*
- Balance Due 6 weeks prior to attendance
- Please make Payment by check or money order made out to Mountain T.O.P.
- Payment may be sent to P.O. Box 128, Altamont, TN 37301

\*If deposit is not received 2 weeks after application, the reservation will be canceled.

**Participation Agreement**

The Mountain T.O.P. organization recognizes the contact person as the responsible party during the event. In submitting this application, I understand that my deposit is non-refundable. Additionally, any payments made up until 6 weeks prior to my group's attendance are non-refundable. If numbers for my retreat decrease, I will not receive my payment back.

**Director/Campus Minister/Group Leader/Contact Person**

Print Name	Signature	Date

Mountain T.O.P. use only: Postmark \_\_\_\_\_ Initial \_\_\_\_\_ Pmnt \_\_\_\_\_