



The POTTER'S HOUSE and LAKESIDE COTTAGE Ministry
 A Ministry of Coldstream Christian Camp
 Adams, TN

POTTER'S HOUSE / LAKESIDE COTTAGE RENTAL AGREEMENT

Rental of the campground facilities includes use of the common areas of Coldstream such as the lake, boats, and trails. Facility capacity is limited, therefore guests must receive confirmation of their reservation prior to their arrival.

By booking online, you agree to Coldstream's policies. Coldstream reserves the right to cancel any reservations that exceed the sleeping capacity of a facility, events conducted without prior authorization, etc. Extra charges and fees may also apply. Guests must also submit a **signed copy of this agreement within 7 days of booking**. Failure to submit a signed copy of the agreement may result in a cancellation of your reservation.

RATES:

Potter's House (Sleeping capacity - 14 guests; Total capacity – 20 guests)

\$330 per night

\$1,800 per week (7 nights)

5 bedrooms, 3 sleeper sofas, 3 ½ baths, use of the conference room.

Bookings can be made online at coldstreamchristiancamp.org under the "Reservations Tab". Payment is required upon booking. Additional fee of \$22/person for guests after the first 14 and up to 20 guests total. These fees will be invoiced following your stay. Cots may be used, but only in the carpeted conference room.

Lakeside Cottage (Sleeping & total capacity – 6 guests)

\$165 per night

\$900 per week (7 nights)

One bedroom, 2 singles in loft, sleeper sofa, sleeper loveseat.

Bookings can be made online at coldstreamchristiancamp.org under the "Reservations Tab". Payment is required upon booking.

No meals are provided. Groups are responsible for their own meals.

CHECK IN/OUT:

Check in time is 4:00pm, check out is 11:00am. Early check in/late check out may be available for an additional fee. Please refer to the check-in/check-out instructions detailed in the Welcome Packet you will receive via email 48 hours prior to arrival.

CANCELLATION:

Cancellation of reservation of the Potter's House/Cottage within 30 days of arrival date will result in forfeiture of deposit. A 4% cancellation fee will be applied to cover processing for dates outside of 30 days. Deposit may also be applied to a future stay.

EXTRA AMENITIES:

AV equipment is available for use in the Potter's House conference room and is included in the rental.

Canoes, kayaks and life jackets are available and included in the rental.

25 chairs and 5 folding tables are available in the conference room of the Potter's House for guest use. Extra tables depend on availability and may incur additional fees.

COLDSTREAM DOES NOT ALLOW:

Pets (except specifically trained service animals), alcohol, smoking (including the use of e-cigarettes), or illegal drugs.

Property damage or excessive uncleanliness may result in additional fees.

EVENTS:

For groups seeking to book the Potter's House and/or Cottage for a day event that will at any time exceed the capacity of the facility being reserved (eg., parties, conferences, workshops, etc.) please submit an event request to info@coldstreamchristiancamp.org

Please include the following information in your email:

- Name of contact (first & last) and name of group/organization
- Phone number
- Email
- Request description
- Number of guests anticipated

Event requests must be approved by Coldstream. Additional fees may apply to events.

Booking online *does not* guarantee your reservation for an event that falls outside of a traditional stay (i.e., small retreats, conferences, family gatherings, etc.). All events require Coldstream's approval and will be paid for via a custom invoice.

Unfortunately, Coldstream cannot accommodate weddings or bachelor/bachelorette parties at this time.

QUESTIONS?

Please email info@coldstreamchristiancamp.org with your specific reservation requests or questions. Or, visit the FAQ page on our [website](#).

SIGNATURE & ORGANIZATION INFORMATION

Organization Name: _____ Contact Name: _____

Facility & Dates of Stay: _____

Contact Email: _____ Contact Phone: _____

Last 4 digits of credit card: _____

This should match the card you used to pay online when you made your reservation. This card will be kept on file and charged in case of damaged property, late checkout, etc.

Name on Card: _____

Billing address: _____

City: _____

State: _____

Zip Code: _____

As of 2023, we are moving away from check payments. Some exceptions may apply; however, a credit card must be placed on file for incidentals. Please call us at (615)-696-2208 to place a card on file.**SIGNATURE:**

By signing below, I acknowledge I have read and agree to the terms and conditions stated above and stated on our website.

Signature: _____ Date: _____

Please submit a scan or photo of this signed page to info@coldstreamchristiancamp.org within 7 days of booking. No mailed forms, please. Failure to submit a signed agreement may result in the cancellation of your reservation.