

## GROUP RESERVATION FORM

*Complete the information below, sign on the other side, and send this form **with deposit**, to:*

**CHRISTIKON • 1108 24th Street West • Billings, MT 59102-3810**

406 656-1969 • christikon@aol.com

*If you are registering campers for more than one session (for example, an on-site program and a trails program that take place at the same time), please complete a separate reservation form for each session.*

Congregation/group:		Telephone:	Date entered:
			Updated:
Contact Person:		E-mail:	
Address:	City:	State:	Zip Code:
Session reserved:		Dates:	for grades:

Expected Participants →	Number of youth campers:	Number adult advisors:	
Expected Camp Fees →	<b>Number of people paying camp fee:</b>		
	<i>For every nine paying youth campers, one adult advisor may participate at no cost. Adults over this ratio pay the full camp fee.</i>		
	<b>Camp Fee for this session:</b>		
	<b>Number of people paying camp fee times camp fee equals Total Fees:</b>		
	<b>Additional cost for Christikon Bus transportation:</b>		
	<b>Adult advisor(s) housed in Living Center (on-site programs only):</b>		
	<b>Debit Adjustments:</b>		
	<b>Credit Adjustments:</b>		
	<b>subtract Deposit enclosed (\$50 per paying camper/advisor):</b>		
<b>equals Total Fees Remaining:</b>			

**This Group Reservation is made with the following understandings:**

- This Reservation Form is a contractual agreement** between Lutheran Bible Camp, Inc., doing business as Christikon, and the above-named congregation/group; and the person named above who signs below is authorized to enter into this agreement on behalf of that congregation/group. Because this agreement is with the congregation/group, and not with any of its individuals, the above-named congregation/group assumes responsibility for the fees of individuals registered under its name, including any late-registration charges and cancellations. **Please read carefully** this Agreement and the “Christikon Registration Information,” and clarify any questions you have prior to signing this Agreement.

*“Understandings” continue and Signature lines are located on other side*

2. The numbers of participants listed above are as close as can be calculated at the time this Form was prepared. **Adjustments up or down** may be made, according to terms listed in “Christikon Registration Information,” by contacting the Christikon office.
3. **Deposits are not refundable.** An existing deposit may be transferred **as a deposit** to another individual for a previously-reserved space where there has been a cancellation. Deposits for individuals who cancel without replacement, or for reserved spaces that are not filled, are forfeit.
4. **After April 25, a group and its sponsoring congregation guarantees** that it will pay the full camp fee for all spaces it has reserved as of that date, even if there are fewer persons who actually participate. If any individuals later cancel, for whatever reason, or if there are fewer individuals than had been anticipated, it is the responsibility of the group/congregation to pay the full fee for all unused reserved spaces.
5. **The following information for each individual participant must be sent before April 25** to the Christikon office by mail or electronically as soon as possible (if it hasn’t already been sent with the deposit): first and last name, parental name(s) for minors, mailing address, city, state, zip code, home phone, cell phone, gender, school grade being completed (for youth), birth date, cabin mate request [on-site campers], and indication of whether the camper has been at Christikon before) must be. **After April 25, a \$25 surcharge will be assessed on each participant for whom we do not have appropriate individual information.**
6. **Camper Response Letters to individual registrants** (including health and permission/intent forms coded to each participant). Some group organizers prefer these be mailed directly to individual campers; others prefer to receive these materials in a batch and distribute them to individual participants. Please indicate the way you would like us to send those materials by checking the appropriate box:
  - Individual Camper Response Letters should be mailed to individuals at their home addresses.
  - Individual Camper Response Letters should be mailed in a batch to contact person listed above.
7. **Health Forms and Permission/Intent Forms** for each individual participant must be returned to the camp three weeks prior to the time those participants are at camp. Some group organizers prefer to gather those forms together ahead of time and then send them in a batch to Christikon. Others prefer to have individuals mail the forms directly to the camp. Christikon will include with the forms instructions appropriate to your wishes. Please indicate the return instructions we should put on the forms:

**Health Forms:**

  - Christikon should instruct individuals to send the completed Health Form to the contact person listed above, or to *(fill in appropriate information)*: \_\_\_\_\_
  - Christikon should instruct individuals to mail the completed form directly to Christikon.

**Permission/Intent Forms:**

  - Christikon should instruct individuals to send the completed Permission/Intent Form to the contact person listed above, or to *(fill in appropriate information)*: \_\_\_\_\_
  - Christikon should instruct individuals to mail the completed form directly to Christikon.
8. If your congregation/group intends to use **Christikon-provided bus transportation** from Billings, Montana, costs for that service will need to be arranged with the Christikon office.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*For congregation/group listed on other side*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*For Christikon*