



APPLICATION PACKET

RETREAT, RELAX, RECHARGE

It All Starts Here...

We are so excited that you have decided to make El Shaddai Retreat Center (ESRC) part of your next retreat. Not only will we work hard to provide you with amazing, safe, and comfortable accommodations, but we will also be praying for your event from the day you book through the last day of your stay! We know our Father has great things in store for you and can't wait to see how He works in your lives.

The following pages have most of the information that you will need. It has the application and will hopefully answer many questions that you might have. Of course, there is no way any document can answer all questions, so we are available during business hours should you have a question that is not addressed here. Please read the entire packet, fill out the application, print it out, and submit it with your deposit and the adventure will begin!

Thank you again for considering El Shaddai Retreat Center.

Mark Black
Director/CEO
El Shaddai Retreat Center
361-491-1291

2022 Per Person Fee Schedule:

We will always work hard to make your retreat special. Below is our current fee schedule. With all that is going on with our economy, we are trying to keep prices down. Book now to lock in the current rates as they may change in the future. As always, if you have any questions, please let us know.



1 Night	1 Meal	\$65.00
	2 Meals	\$70.00
	3 Meals	\$75.00
2 Nights	4 Meals	\$105.00
	5 Meals	\$110.00
	6 Meals	\$115.00
3 Nights	7 Meals	\$140.00
	8 Meals	\$145.00
	9 Meals	\$150.00
4 Nights	10 Meals	\$165.00
	11 Meals	\$170.00
	12 Meals	\$175.00
5 Nights	13 Meals	\$185.00
	14 Meals	\$190.00
	15 Meals	\$195.00



RESERVATION & RENTAL AGREEMENT

RETREAT, RELAX, RECHARGE

It All Starts Here...

Name of Church/Group: _____ Church/Group Phone: _____

Address: _____

Contact Person: _____ Contact Person Phone: _____

Type of Group/Retreat: _____ Reservation Dates: ___/___/___ to ___/___/___

First Meal Date: ___/___/___ Meal Choice: Breakfast Lunch Dinner

Desired Locations (if any): Dormitory (cpty 90) Cabins (cpty 44) Mission (cpty 62)

This agreement is for:

_____ Nights lodging and _____ meals per person for a total of: \$_____. This is your per person rate. (See fee schedule on cover of application packet)

Total Number of Guests: _____ x

Total Per Person Rate: \$_____ = The total cost of the retreat is: \$_____.

Enclosed with this form is a deposit of \$500.00 (cash or check), payable to *El Shaddai Retreat Center*. Reservations will not be secured until reception of the rental agreement along with the deposit at *3004 FM 884, Yorktown, TX 78164*.

The renter agrees to provide El Shaddai Retreat Center with a **list of guests and liability forms upon arrival**. Sponsor will withhold a retreatant from all recreational activities unless the liability please is supplied for that individual. If the retreat is over three days, you must also submit completed **child abuse training certificates** for adult leaders.

The renter also agrees to provide a copy of their retreat schedule, with the times included, by mail or email, no later than 2 weeks prior to arrival.

***** The renter agrees to pay for the number of guests that **WILL BE CONFIRMED 2 DAYS PRIOR** to arrival. If El Shaddai Retreat Center does not hear from you, food will be purchased and staff hired for the total number of guests listed. Please help us to be good stewards (1 Peter 4:10-11) of the resources that God had given*****

_____ I understand I must contact El Shaddai two days prior to arrival to confirm number of guests.
Initial Here

Cancelation: If the renter must cancel this contact, the deposit will be forfeited. Under certain circumstances, the deposit may be held to reschedule at another time. If the retreat takes place as scheduled, the deposit will be deducted from the renter's final invoice. **Please note: The full balance of payment is due upon arrival to our facility. The balance is payable by cash or check.**

(Continued on next page)



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As a representative of the above-named group, I have read and agree to El Shaddai Retreat Center Guidelines. I am responsible to screen all adult sponsors for potential abuse and have them complete the state mandated training if our stay is over three days. Also, I understand the elements of risk involved in some activities and my organization hereby releases and hold harmless El Shaddai Retreat Center, including its employees and volunteers, from any and all claims, liabilities, suits, actions, or losses.

Signature: _____

Printed Name: _____

Date: ____ / ____ / ____

Work Phone: _____

Email: _____



ADDENDUM

Please initial that you have received with this packet:

_____ Application Packet Cover (with rates)
Initial Here

_____ General Information
Initial Here

_____ Chapel Use Agreement
Initial Here

_____ FAQ & Important Rules
Initial Here

_____ Liability Form (additional forms at
Initial Here www.retreattoelshaddai.com)

GOT ACTIVITIES?

Please let us know if you would like one of these group activities (if any):

- Meeting Room
- Chapel Use
- Challenge Course
- Hayride
- Campfire
- Canoes/Pedal Boats
- Swimming Pool

We are excited to have you at El Shaddai Retreat Center and to see what God will do in your life thorough this ministry! Should you have any questions or concerns, please feel free to reach out and we will do everything we can to make your time here spectacular. -Mark Black, Director



LIABILITY RELEASE

RETREAT, RELAX, RECHARGE

It All Starts Here...

1. If there are existing medical limitations, including allergies, which would affect or limit your or your child's participation in any retreat activity, or of which medical personnel should be made aware of, please indicate below. Without such notice, it will be assumed that you or your child is physically fit and mentally capable of participation in all activities.

Medical conditions and/or special instructions are: _____

2. Please check any of the following activities in which you or your child are **NOT** to participate:

- Team Challenge Course Swimming Football
 Hay Ride Volleyball
 Canoeing/Pedal Boat Basketball

Other activities and/or athletics (Please specify): _____

3. El Shaddai Retreat Center and (Name of sponsoring organization): _____ including employees, volunteers, and representatives of the aforementioned organizations shall be held harmless from any suits, actions, damages, or claims at law or otherwise, resulting from or arising out of any injury, accident, illness, or death which may befall (Name of retreatant): _____ and/or his/her property while staying at El Shaddai Retreat Center. If the retreatant is a minor, this covenant is applicable to them and their parents and/or guardian.
4. The undersigned parent or guardian hereby authorizes sponsor, sponsors, agent, or employee to take such action as may be necessary for the medical care or treatment including the administration of medication, performing surgery, or such other action as needed in the event of injury or illness of retreatant when parent or guardian cannot be reached for authorization. In the event the above authorized individual(s) refuse or are not able to act, El Shaddai Retreat Center personnel are authorized as set forth above. This authorization may be presented to medical personnel without liability of said personnel to seek further authority.

Medical Insurance Company Name: _____ Policy Number: _____

Home Address: _____

Phone Number: _____ Emergency Phone: _____

Signature: _____ Date: _____

If retreatant is under 18, parent or guardian must fill out the following:

Printed Name: _____ Signature: _____ Date: _____



GENERAL INFORMATION

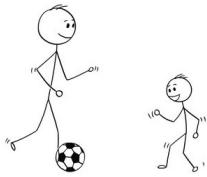
RETREAT, RELAX, RECHARGE

It All Starts Here...

Before you fill out an application, a few rules we want you to consider to make your retreat as enjoyable as possible.

1. If you have a problem, let us know. We are happy to address your concerns.
2. Remember the sped limit at the center is 10 MPH. We know it's tempting, but we will leave NASCAR to the professional tracks.
3. Please park in approved areas. **When wet**, stay on gravel areas to avoid getting stuck.
4. Please walk as much as possible. It's beautiful here. Enjoy being outside and the quiet!
5. Toilets are available at the following areas: Dorms, Cabins, Chapel, Pool House, Dining Hall, and Mission.
6. Please use the foot paths available (gravel areas) and keep off grass when possible.
7. Please follow the rules posted at the chapel so all may enjoy the worship experience.
8. Please remember to turn off lights, air conditioners, and close doors when appropriate.
9. This is **VERY** important: Food is **NOT ALLOWED** in sleeping areas. You will draw mice and not the cute kind that will take you to the ball. It can also draw bugs and other small critters who also enjoy our cooking and might like to snuggle!
10. Our water is drinkable. We run monthly tests to ensure quality.
11. If you need to adjust meal times, please let us know as soon as possible. Our workers are only here for your scheduled time and we want your meals to be fabulous.
12. After meals, please place disposable trays and trash in cans. Place liquid in containers.
13. We will provide cleaning materials for tables and floor cleanup. This helps us keep costs down for your and other groups.
14. If you would like to use the challenge course, pool, campfire pit, hay ride or pond, please let us know. We need to have appropriate staff available and it's near impossible to do last minute.
15. Please bag your trash and place on the side of the dining hall or in front/behind the dormitory in provided container for easy pick up access.
16. Did you know we have an ice machine? We will provide bagged ice if requested. Let us know if you are running low.
17. After everyone has been served their food, seconds are available until gone. Just bring your tray back through the line when we make the announcement.
18. Please put this phone number in your phone. This is your contact if you have concerns, requests, or have questions. We are here to serve and can accommodate most reasonable requests. This is our calling at El Shaddai Retreat Center. **Mark Black: 361-491-1291 or Jennifer Black: 361-491-1290**

We hope you have a safe and enjoyable retreat!





CHAPEL USE AGREEMENT

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We have a new chapel and we are thrilled for you to see it, and use it. In order for us to be a good steward of what God has given us, and keep it in the best working order for other groups, please read the following rules. If you have any questions, please reach out to us at the number below.

Please Do:

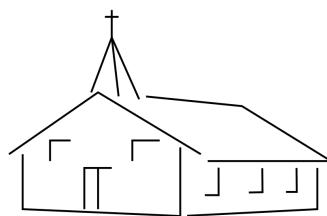
1. Enjoy Worship time and religious training.
2. Use our chairs, and please stack them up when finished.
3. Use A/C, heat, lights & fans when needed but please turn them off when finished.
4. Use the foot paths available (gravel areas) & keep off the grass.
5. Place signs and/or posters on the wall but use blue tape only
6. Drink our water. It's well water and tested monthly to ensure quality. We love it!
7. Use sound and audio system if desired (amps and TV's), but please return them to original settings. (Bring your own HDMI cables) If you have a band, please bring your own sound system.
8. Use conference room for small meetings, but don't remove chairs or move table.
9. Handle blinds with care.
10. Remove trash and clean up God's House before leaving.
11. Reposition podium, cloth runner and bibles where you found them upon arrival.

Please Do Not:

1. Eat or drink inside. Please use the porch or meeting areas. *Water is acceptable.*
2. Use the kitchen to prepare food. *Microwave use is fine.*
3. Use candles. *Battery type is fine.*
4. Move or tilt TV screens.
5. Use artificial blood or hairspray in bathrooms & kitchen.
6. Cover windows, doors, or crosses.
7. Place drinks or heavy objects on round table.
8. Discard liquids in containers. Empty glass or bottle prior.
9. Drive carts or vehicles on chapel grounds.

Mark Black: 361-491-1291

Jennifer Black: 361-491-1290



Acknowledgment of Chapel Use Agreement

I have received, read, and understand the Chapel Use Agreement. I understand that any damage that occurs due to misuse of the Chapel will be my responsibility. I also understand that if I have any questions, concerns, or requests, that I will contact Mark or Jen Black at the number provided on this form.

Printed Name Of Person Booking

Signature of Person Booking

Date of Signature



FREQUENTLY ASKED QUESTIONS & IMPORTANT RULES

RETREAT, RELAX, RECHARGE

It All Starts Here...

Q. Can we visit the retreat center before booking our retreat?

A. Absolutely! We would love to give you the nickel tour of our facility. Just call or email and we can set it up.

Q. How do I book a retreat?

A. It's pretty simple really, and we are here to walk you though the process. Just fill out a "Reservation & Rental Agreement" form which is part of the booking packet. Once that is filled out and a deposit is submitted, we will lock in your date. Important to note that if you need to change dates or cancel, you must let us know as soon as possible. We are very accommodating and want to make your retreat awesome.

Q. What does my booking include?

A. El Shaddai Retreat Center (ESRC) will provide a Retreat Director and staff to operate the facilities, including someone at the swimming pool, pond, and challenge course (during scheduled times). Remember that we need a copy of your schedule, minimum two weeks in advance so we can schedule staff for activities. We also provide lodging and meals scheduled. *Note: Guests are not allowed in the kitchen due to insurance and safety requirements.*

Q. What do I need to provide as a retreat leader?

A. The retreat group will organize its own program and provide a schedule as soon as possible. There must be at least one leader for each 10 minors per dorm or cabin. Adult leaders must be present at all functions.

Q. What does each attendee need to provide?

A. Each attendee will need:

1. Transportation to the retreat center
2. Linens for the bunk beds or sleeping bag
3. Pillows, towels, washcloths, soap, and personal items
4. Medications
5. Closed-toe shoes are recommended at ALL times (stickers, spiders, ants, uncles...)

Q. How are meals scheduled?

A. Meals are scheduled at 8am, 12pm and 5pm unless you require an adjustment. We are happy to work with your schedule but in order for us to schedule staff work hours, this request must be received at least two weeks prior to arrival. If we do not receive a request, we will schedule our normal meal times.

What happens at checkout?

Final inspection will be performed prior to your groups departure. Facilities should be left as they were found. (Please gather your trash in bags place outside the door and don't forget to take the items you brought.) Thank you for your cooperation on this.



FREQUENTLY ASKED QUESTIONS & IMPORTANT RULES

RETREAT, RELAX, RECHARGE It All Starts Here...

Q. If I bring refrigerated items, can I put them in your walk-in cooler?

A. Unfortunately not. Due to state regulations, we can not mix supply chains. This means we are not allowed to store the food we serve in our kitchen with any outside source that we have not ordered. No worries though, we have provided a refrigerator in the Mission, Chapel, and other places around campus that you CAN store your items in.

Important Rules

The following items are prohibited: Candles (battery powered are ok!), Alcohol, Weapons, Narcotics, Profane Language, Pets, Chewing Gum, Tobacco. Also, no open food, drinks or ice chests in sleeping areas.

Vehicles are restricted to gravel roads (10 MPH) and must park in designated areas. Vehicles are not normally used to transport guests around the retreat center. Walking is encouraged. It's a great time to walk and pray but please don't close your eyes when doing so.

Recycling is recommended. If plastic bottles are brought to ESRC, empty bottles must be removed upon departure. We are unable to recycle plastic bottles. We do have containers for cans.

Swimming is only in the pool and at scheduled times with a lifeguard present. Night swimming is not allowed. Swimming is not allowed in the pond or creek. It's Texas and wildlife use the pond and creek. Life jackets are required when using the canoes or pedal boats.

Adult supervision is required at **all** relational sites at **all** times.

Finally

We are here to ensure you have a comfortable and enjoyable stay. It's our prayer that God uses this facility to help you relax and recharge. If you have any questions, suggestions, concerns, or just want to say hello, please call or email. Now that you have read this document, all you need to do is fill out the retreat request and your journey begins.

It all starts here...

Mark Black
Director
361.491.1291