

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 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 3% cancellation fee will be applied to cover processing for dates outside of 30 days.** Deposit may also be applied to a future stay.

**EXTRA AMENTITIES:**

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 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. All events require Coldstream’s approval and will be paid for via a custom invoice.

Unfortunately, Coldstream cannot accommodate weddings at this time.

**QUESTIONS?**

*Please email* *info@coldstreamchristiancamp.org* *with your specific reservation requests or question.*

**SIGNATURE:**

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

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility & Dates of Stay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please submit a scan or photo of the signed page to info@coldstreamchristiancamp.org within 7 days of booking. Failure to do so may result in the cancellation of your reservation.*