

SAMPLE: CERTIFICATE OF LIABILITY



GROUP LEADER INFORMATION GUIDE

The form is a standard ACORD Certificate of Liability Insurance. It includes the following sections:

- INSURED:** Lists the insured party, including name, address, and contact information.
- COVERAGES:** A table listing various coverages such as Commercial General Liability, Automobile Liability, and Umbrella Liability, with columns for description, amount, and terms.
- CERTIFICATE HOLDER:** A section where the certificate holder is identified. In the sample, it is 'The Taconic Retreat and Conference Center'.
- CANCELLATION:** A section providing information on how and when the policy can be cancelled.

Your Certificate of Liability must:

1. Name Taconic Retreat & Conference Center as the **certificate holder** for the dates of your retreat.
2. State that the certificate holder is listed as **additional insured**.

Without both pieces of information listed above, your certificate of liability is not valid and cannot be used for your event. We must have a valid certificate **14 days prior** to your event.

EVENT PLANNING CHECKLIST

Thank you for choosing Taconic Retreat for your event! We hope you find the following checklist and timeline helpful in the planning process. Please contact us anytime with any questions or concerns.

Making the Reservation:

- Complete, sign and send the *Application for Reservation* with the deposit of \$30/person
- ✓ Send in *Certificate of Liability*, organization's *Tax Exempt Form* (if applicable) & Roster of Attendees.
- Complete and send your schedule for the retreat.

Two Weeks prior to the event:

- Final number of attendees is due, you will be held to 90% of this number if numbers went down.
- Housing assignments are due.
- Deadline for Certificate of Liability, Tax Exempt Form, Schedule & updated Roster (must be received by Taconic before your event).

Upon Arrival at Taconic/ Departure:

- Check in at the guest services desk in White Hall.
- Security deposit and final balance are due upon arrival.
- At the end of your stay, stop by the main office for availability on future dates. A discount is available for a reservation made within one week of your last event.
- Check out time is no later than 3pm.

*Groups must have a first aid medic for their group. Taconic is not responsible and cannot handle medical issues. For this reason groups must also have a car on property at all times for emergency purposes.

GUEST GROUP GUIDELINES

These guidelines are in place to ensure your event runs smoothly and safely. Please review them carefully and contact us with any questions.

Office Hours:

- ❖ The guest services office in White Hall is open daily 9a.m. to 5p.m. through Saturday, with extended hours on arrival days.
- ❖ **Report all accidents to the main office and call 911 from a cell phone. Relay the camp's full name and address: 64 White Drive, Milan, NY 12571. Send someone to the parking lot outside to help direct emergency personnel.**
- ❖ **In case of an after hours on retreat emergency, contact (845)758-8764. Wait for the answering message, then dial ext. 1007.**

Dining Hall:

- ❖ Meal times are: Breakfast--8am; Lunch--12:30pm and Dinner--6pm.
- ❖ **Only Taconic Staff may enter the kitchen area.**
- ❖ Shoes and shirts must be worn in the dining area.
- ❖ Coffee and tea are available to guests at any time.
- ❖ Food, utensils, plates and glassware are not to be removed from the dining room.
- ❖ Please alert Taconic Staff to any special food accommodations (including but not limited to allergies, vegetarian, gluten free, etc.) at least **two weeks before** your event. We may **not** be able to accommodate special needs without prior notice.
- ❖ Although we strive to accommodate any food allergies, we cannot absolutely guarantee that the guest will not have some exposure. Guest must assume their share of risk, being aware and vigilant.

Meeting and Sleeping Rooms:

- ❖ Candles are prohibited in meeting rooms and sleeping rooms.
- ❖ **No food or beverages are permitted in sleeping rooms.**
- ❖ Fire extinguishers are for emergency situations only. The unnecessary use of a fire extinguisher will result in \$100 charge being added to the final bill.
- ❖ Any maintenance issues should be reported to the office immediately. Any damage or graffiti will be charged to the group responsible.
- ❖ Pets are not permitted in any room.
- ❖ Please do not strip linens from the beds while checking out.

Property and grounds:

- ❖ All cars must be kept in the designated parking lots. Please observe the posted Taconic **speed limit of 11mph.**
- ❖ Drugs, alcohol, and fire arms are not permitted on the property.
- ❖ Campfires must be extinguished completely upon leaving the campfire area.
- ❖ Swimming/Boating is only open under the supervision of Taconic Staff Lifeguards.

Quiet Hours:

- ❖ Quiet hours are from 11pm to 7am.

FREQUENTLY ASKED QUESTIONS

Q: What is Taconic Retreat Center?

A: Taconic Retreat Center is a year-round Christian camping and conference center founded by the Church of the Nazarene in 1966. We have hosted events for churches, colleges, Christian schools & organizations throughout the North East region. Taconic sits on a 220 acre property located two hours north of New York City, three hours west of Boston and one hour south of Albany. Our goal at Taconic Retreat Center is to serve God and our community by providing a place where people may find retreat, rest and renewal.

Q: Does Taconic offer any discounts on retreats?

A: We offer two types of discounts. One discount (10%) is for any group booking with us for the first time. The second discount (10%) is for any group that rebooks within one week of their last event. (only one discount per retreat)

Q: Does Taconic book multiple groups at the same time?

A: Taconic reserves the right to hold multiple groups on its facilities as our capacity allows. Each group has its own private meeting room that will not be used by other groups. Common areas such as the lobby, lounge, swimming area, gymnasium and soccer field are shared by all groups. Exclusive use is available for groups; contact guest services in advance about booking an exclusive use event.

Q: What happens if my final numbers change between the deadline for final numbers and our event date?

A: If your number of attendees changes between the deadline for final numbers and the event date, contact Taconic Retreat Center immediately. While we can accommodate any growth if space permits, we may not be able to hold more than the agreed upon amount. If we can accommodate growth in numbers, your new numbers will be reflected in your final bill. If your numbers decrease below 10% after the final numbers were submitted, your group is still responsible for 90% of the agreed upon numbers (ie. If you booked an event with a final number of 100 guests, but your actual attendance falls to 80 guests, you are still financially responsible for 90 guests).

Q: What does Taconic's food service look like?

A: Taconic serves meals buffet style. If you have any dietary restrictions or allergies, our staff should be contacted at least **two weeks** prior to the event to adjust accordingly. When we host multiple groups at once, we may not be able to accommodate menus submitted by groups. Contact us with concerns about the menu for your retreat.