

ACA 2026 ONE DAY RETREAT – MAY 30, 2026
Koinonia Conference Grounds
1605 Eureka Canyon Road Corralitos, CA 95076
Jeremy Pummel, Guest Services Manager
831-722-1472 Office
303-717-4934 Cell
jeremy@gotocamp.org

| CONTRACT | | |
|---------------------------------------|--|--|
| Signed | August 16, 2025 | |
| Signed By | Jeannie | Attached |
| Deposit | Sent August 14th by Jeannie | \$180 – 10% of amount of committed amount of \$1800 (\$45 x 40) check cleared 8/18 |
| Deposit Refund Expiration | September 16 (one month after signing and returning contract) | |
| Attendee Commitment | 40 minimum 80 maximum – total number given to Koinonia two weeks before retreat date | |
| Insurance | Mandatory – \$1 Million Certificate of Liability provided to facility one week in advance of retreat Jeannie to obtain and furnish payment when directed by Committee (approximately \$190) | |
| SITE SHARING – SITE AVAILABILITY | | |
| Koinonia Summer Staff Training | Same weekend | |
| Other Onsite Retreat | Not currently booked but good possibility - will be using Browne Auditorium and have use of Amphitheater first | |
| Arrival of Retreat Committee | 7:30 am for 8:00 am check in 6:00 pm everyone off premises | |
| COST | | |
| Per Person | Citing Contract \$45 | |
| Cost Includes | <p>Family Style Lunch in Main Dining Hall at 12:00 pm (time stipulated by contract – conforming to others onsite – because there will be other groups onsite, this will be fixed menu - will be given to us a couple weeks in advance – will have a gluten free, dairy free, vegetarian selection included in this fixed menu and it was confirmed that people are invited to bring their own lunch and store in provided refrigerator in the dining hall, usually a hot sandwich or a pasta</p> <p>Coffee Service – All Day in front of Dining Hall and in Hillside Main Conference Room</p> <p>Water – Water coolers with ice will be at the coffee station in front of the Dining Hall and also in the Hillside main conference room – encouraged to fill personal water containers</p> <p>One Snack 2:00 pm served in Hillside Main Conference Room (to be determined by kitchen staff)</p> | |

ACA 2026 ONE DAY RETREAT – MAY 30, 2026
Koinonia Conference Grounds
1605 Eureka Canyon Road Corralitos, CA 95076
Jeremy Pummel, Guest Services Manager
831-722-1472 Office
303-717-4934 Cell
jeremy@gotocamp.org

| | |
|---|---|
| | normally cookie, brownie, etc.) Use of – Water Slide, Swimming Pool (time to be determined – lifeguard furnished no cost to us) Basketball, Pickleball (balls and equipment furnished, change restrooms and showers at the pool) |
| AVAILABLE AT ADDITIONAL COST | |
| Coffee Bar | If another retreat on site, coffee bar will be open at certain times offering coffee drinks for purchase |
| Laser Tag | Minimum 10 participants \$15.00 per person 3 – 10 minute games in the woods – need to book asap after registration closes Signed waivers necessary by each participant |
| FACILITIES | |
| Parking | Can Accomodate 90 cars in main parking area Suggested we carpool - winding road into facility Golfcarts for those needing assistance (I think driven by staff – Jeremy is going to look into providing – he wasn't sure about Koinonia's liability if their staff is driving) |
| Outside Browne Auditorium | Registration site from 7:30-8:45 am (Jeremy will confirm Koinonia staff arrival time to assist in hanging banner at 7:30) At entrance across from Hillside in front of Browne Auditorium |
| Amphitheater – Hillside Camp Fire Area | Ice Breaker/Welcome - 90% chance we are able to use Amphitheater – we will know if Amphitheater is available to us closer to Retreat date since another retreat is not currently scheduled If not Hillside Camp Fire Area accommodates 80 circle formation/microphone provided if requested |
| Hillside Building | <ul style="list-style-type: none"> • Exclusive use of building • Wheelchair accessible • Restrooms outside on either side of building • Air-Conditioned Main Room - Hybrid <ul style="list-style-type: none"> • Accommodates 80 - theater style or large circle • Round Tables – 6-7 at each table (8 if smaller chairs used – they have) • Oblong Tables are also available with 6 to 8 at each table • Microphone • Large screen for Zoom use |

ACA 2026 ONE DAY RETREAT – MAY 30, 2026
Koinonia Conference Grounds
1605 Eureka Canyon Road Corralitos, CA 95076
Jeremy Pummel, Guest Services Manager
831-722-1472 Office
303-717-4934 Cell
jeremy@gotocamp.org

| | |
|--|--|
| | <p>Two Adjacent Rooms on either side of Main Room (suggested use crafts and raffle)</p> |
|--|--|

- No sinks
- Can accommodate 30 and tables can be set up
- Sliding walls onto main room (good for raffle)

ACA 2026 ONE DAY RETREAT – MAY 30, 2026
Koinonia Conference Grounds
1605 Eureka Canyon Road Corralitos, CA 95076
Jeremy Pummel, Guest Services Manager
831-722-1472 Office
303-717-4934 Cell
jeremy@gotocamp.org



Koinonia Conference Grounds

1605 Eureka Canyon Road, Watsonville, CA 95076, Phone - (831)722-1472, Fax - (831)722-1523.

E-mail - jeremy@gotocamp.org Web Page - www.gotocamp.org

August 14, 2025

THIS DOCUMENT SERVES AS A BINDING CONTRACT BETWEEN KOINONIA CONFERENCE GROUNDS(KOINONIA) and Jeannie McCluskey (applicant) of ACA MONTEREY BAY INTERGROUP (Adult Children of Alcoholics).

Address:

Primary Contact: Jeannie McCluskey **Phone:** +1 650-380-5254 (Cell) **Email:** jeanniemac40@gmail.com

I. GENERAL INFORMATION: INITIALED: JMc

- A. Type of conference: Family
- B. Applicant's conference will begin at 12:00 AM on Saturday, 05/30/2026 and end at 11:59 PM on Saturday, 05/30/2026.
- C. The first meal to be provided by Koinonia will be Lunch. The final meal will be Lunch.
- D. Snacks requested as provided in rate sheet. 1 provided
- E. This contract is for use of: Hillside, Hillside Gas Firepit

II. RATES INITIALED: JMc

- A. Minimum number of campers permitted: 40
- B. Maximum number of campers permitted: 80
- C. Full rate per camper is: \$45.00
- D. The guaranteed MINIMUM FEE is \$1,800.00
- E. Children under eight years, one-half per-camper rate (not available for summer camps). Children under three years free.
- F. Part-time campers charged per current rate schedule.

III. MANNER OF PAYMENT: INITIALED: JMc

- A. Upon receipt and acceptance of this signed contract within ten days accompanied by a NON-REFUNDABLE deposit of \$180 Koinonia will reserve the above dates for Applicant's conference, deposit applies to final billing.
- B. Applicant will inform Koinonia of the exact number of campers, counselors, directors, speakers, and "guests" at least five days before the start of said conference.
- C. Final and complete payment of the entire sum owed by applicant must be made by the conclusion of said conference or according to terms previously accepted by Koinonia in writing.
- D. Applicant may cancel this agreement no later than August 27, 2025 (forfeiting non-refundable deposit paid). Applicant agrees to pay a cancellation penalty totaling 50% of guaranteed minimum fee after August 27, 2025, unless Koinonia is able to book another group for cancelled dates.
- E. A processing charge of 3% will be added to your debit or credit card for the convenience of this alternative payment option.

IV. ADMINISTRATION GUIDELINES: INITIALED: JMc

- A. MEALS AND FOOD:
 - 1. Meals will be served at 8:00 a.m., 12:00 p.m., and 5:30 p.m.
 - 2. Additional snacks and refreshments are available upon prior arrangement.
- B. MEDICAL
 - 1. Summer applicants will provide and furnish to Koinonia properly completed and signed individual medical release forms for each camper prior to the start of conference.
 - 2. All accidents, illness and/or first aid treatments must be reported to the camp-manager before the end of said conference.
 - 3. Applicant agrees to use all reasonable, good-faith and necessary means to prevent campers with known, serious, pre-existing health problems from attending said conference.
 - 4. A Certificate of Liability Insurance must be provided for the dates stated in this contract. If the Certificate of Liability Insurance is not provided, Koinonia will not reserve the dates for Applicant's conference.
 - 5. Applicant understands and promises to defend, make whole, defend and/or indemnify Koinonia against all claims, liability, loss or other expenses by reason of injury to person or property or both, including, without limitation, injury to the person or property of Applicant, its agents, employees and campers, whether caused by the active or passive negligence or fault of Koinonia, its employees or agents.
- C. CAMPER ACTIVITIES:
 - 1. A name list of all campers will be required and submitted to the camp manager on the morning after arrival. Additional attendees will be listed before departure.
 - 2. Applicant agrees to ensure compliance to all camp guidelines.
 - 3. The following are in no way permitted on the grounds: (a) alcoholic beverages; (b) non-prescribed use of drugs; (c) pets; (d) skateboards; (e) all other dangerous devices and substances; (f) dances.
 - 4. Applicant agrees and will pay for any extraordinary damage to camp property, whether intentionally or negligently committed, when such damage is caused by a member of Applicant's group.

V. SPECIAL CONDITIONS AND CONSIDERATIONS: INITIALED: JMc

VI. STATEMENT OF FAITH INITIALED: JMc

Applicant agrees and will ensure that no counselor or speaker will teach, represent, or advocate anything contrary to the following statement of faith:
We believe the Scriptures as verbally inspired of God and inerrant the original writing; in one God, eternally existing in three persons, Father, Son, Holy Spirit; in the virgin birth and deity of the Lord Jesus Christ; in the fall of man and his need of regeneration; that the Lord Jesus Christ died for our sins as a substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood; in the body resurrection, ascension and visible personal return of the Lord Jesus Christ.
VII. The pastor or Business Manager of the group is to sign in the provided space and return the original contract to Koinonia. I have read the above terms and conditions. I agree to be bound and abide fully by each and every term and condition on this contract.

Jeannie McCluskey
Printed Name

J.P.
Printed Name