CAMP WILDWOOD

RULES & REGULATIONS

1. Hours: Camp hours are between 8:00 a.m. through 10:00 p.m. Sunday-Saturday. Groups may rent the Camp for periods of four (4) hours at a time or the entire day at a fixed rate.

2. Damage Deposit/Rental Fee: A damage deposit of $100.00 is due at the time of booking the Camp in addition to evidence of General Liability Insurance which will cover the event. No reservation of the Camp will be effective until the damage deposit is paid and a copy of the certificate of insurance is on file. The damage deposit will be deposited in the Camp Wildwood account with full refund payable to the renter upon successful inspection of the premises following the event. If there are damages or additional cleanup services are required, the renter shall be billed for any costs that exceed the damage deposit. The balance of the rental payment is due within 5 days prior to the event. If the event is cancelled within 2 days prior to the event, the renter will lose the damage deposit unless the cancellation is due to weather conditions.

3. Insurance: The Renter is responsible for all liability for the time specified in the rental agreement. A Certificate of Insurance, with a minimum limit of $1,000,000.00 per occurrence, shall be provided, naming Camp Wildwood Foundation as an additional insured.

4. Parking/Capacity: The Camp has a capacity of approximately 125 persons. Limited parking is available as shown on the attached map. If additional parking is needed, renters must ensure that their group and/or guests park at Gregg Park and either walk or car pool to the Camp.

5. Decorating/Set Up: No open flames-any candles used must be enclosed within a container that is higher than the flame. Battery operated candles are permitted outside of a container. No confetti, rice, helium balloons, or silly string is allowed. No items may be nailed or attached to the walls, doors, or ceilings.

6. Fireplace/Camp Fire: The Camp has two (2) fireplaces in the lodge area and a fire pit on the camp grounds, which are designated on the map attached hereto. All fires started in the designated areas must be properly extinguished at the end of the event. Any fire or campfire started on any other area of the camp premises is strictly prohibited.

7. Furnishings: The renter is responsible for set up and take down of all tables and chairs. The Camp has 16 round/rectangular tables (8 ft) and 90 chairs, which may be used. The tables and chairs are stored in the main area of the Camp lodge.

8. Clean Up: The renter shall remove all decorations, food, dishes, clothing and all other personal property brought onto the premises by the renter, their guests or agents from the

premises immediately after the event. The renter must bag all trash and place it in the dumpster located near the utility shed on the lower level. Please pay special attention to any liquids on the floor.

9. Kitchen Area: The Camp's kitchen area has a stove, refrigerator, microwave, and freezer. Please remove all items from the refrigerator after the event. All counter tops must be cleaned and the floor swept or mopped.

10. Bathroom: Renters are required to make sure the bathroom is clean and ready for regular use.

11. Prohibited Items/Activities: Camp Wildwood is managed by the Camp Wildwood Foundation and is supported by friends and organizations who believe in its mission and purpose to preserve the Camp as a community asset for educational, religious, and recreational activities and events for youths, families, and groups of Knox County, Indiana. Therefore, the Camp has the following conditions concerning the camp premises: • No alcohol or tobacco • No illegal substances • No firearms or fireworks • No dangerous, damaging, illegal or immoral activities

12. Lock Up: An authorized agent of Lessor shall be responsible for unlocking the Camp at the beginning of the event and locking up the Camp at the end of the event. Therefore, an agent of Lessor shall coordinate a time to meet with renter to unlock the camp prior to the event. Following the event, immediate arrangements shall be made with Lessor to inspect and lock up the premises.

FEE SCHEDULE

Lodge/Kitchen Area (4 hours):	$75.00
Camp Grounds (4 hours):	$75.00
Group Event (includes Lodge and Camp Grounds from 8am-10pm)	
For Members:	$200.00
For Non-Members:	$300.00

General Information:

• "Member" includes the following organizations: Vincennes Indiana Girls, Inc.; First Baptist Church; First Christian Church, First United Methodist Church; and the YMCA

• $100.00 damage deposit due upon booking for all groups

• Deposit will be returned upon successful inspection following the event

I have read and understand the conditions and agreement for the use of Camp Wildwood. I will ensure that our group abides by the conditions for use as stated in these Rules and Regulations.

_____
LESSEE

By:_____

CONFIRMED RESERVATION

Received from:_____

For: _____ Lodge/Kitchen _____ Camp Grounds

Amount due: $_____

Payment: $_____ _____cash _____check #

Balance due: $_____

LESSOR – CAMP WILDWOOD FOUNDATION, INC

By: _____
Authorized Agent