



Thank you for holding your event at Camp Holiday Trails!

This is your Rental Packet/Contract. Please note the “to-do’s” on this page. There is additional information for you on the back of this page. The contract follows. Contact Chris (434-977-3781 / campisgood@campholidaytrails.org) with questions!

Rental Group Checklist – before your event

- Return the signed and initialed Rental Contract plus your \$250 deposit to Camp to book your date(s)

- Remember: the due date for return of the contract & deposit is 60 days or more prior to your rental date(s)-
NOTE: your \$250 deposit serves as security and will be forfeited if the CHT facilities are not left in the state in which you found them & if the items on the check-out list are not completed (trash out, floors swept, etc)
~ If you choose to pay your balance in full before your rental date, please remember that \$250 of that amount will serve as security.
- Provide proof of liability insurance coverage (i.e. policy #) to Camp 60 days prior to your rental date(s)
(Included in most Homeowner’s policies OR call Bob Short, Short Insurance, at 434-977-4815)
- Provide your ABC event license -only if **charging** for alcohol- to Camp 60 days prior to your rental date(s)
- Provide copies of Lifeguard certifications (if applicable) to Camp 60 days prior to your rental date(s)
- Review Rights & Responsibilities – Part 2 of your Rental Contract – with all of your participants
- Keep CHT informed of all pertinent details relating to your rental

Rental Group Checklist – after your event

- Complete your Check-out checklist and leave in the drop-box outside of the Camp Office door
- We work hard to keep our fees low and do so in part by asking that Rental Groups clean up after their event. It is your responsibility to leave all Camp areas clean. Your deposit serves as security and will be forfeited if CHT facilities are not left in the condition in which you found them. Your entire deposit will be automatically forfeited if there is any evidence of smoking.
- Remember to put your trash in the dumpster...thank you for helping our buildings stay critter-free!
- Follow up with Chris in the Camp Office with any issues/suggestions

You'll receive a final invoice from us to close out your rental.

Established in 1973, Camp Holiday Trails is a camp for children with special health needs. Thank you for choosing to hold your event at Camp Holiday Trails...your fees help to send kids with special health needs to Camp! Consider recommending us to your friends and family!



Frequently Asked Questions for Rental Groups

Do you require a deposit to book our date? Yes, a \$250 deposit plus your Rental Contract must be sent to Camp 60 days or more prior to your rental date. (Note that we will temporarily hold a date for you with a Reservation form)

What about insurance? We require proof of liability insurance be provided to Camp 60 days or more prior to your rental. This certificate is included in most Homeowner's policies. If you find it is not included in your policy, you may call our insurance broker, Bob Short, Short Insurance, at 434-977-4815.

We are using the pool during our stay. Does there have to be a lifeguard on duty? Yes, a lifeguard must be on duty at all times when anyone is in our pool. The ratio of lifeguard to swimmer is 1:25. You need to present a copy of your lifeguard's certifications to the Camp 60 days or more prior to your rental date.

Some members of our group smoke. What is your smoking policy? CHT is a SMOKE-FREE Camp - inside and outside due to health and safety concerns.

NOTE: Your entire deposit will be forfeited if there is any evidence of smoking (e.g. butts on the ground).

Is it all right for our group to bring alcohol to Camp? Yes, if over 21 and supervised. An ABC permit is required if you are asking your group to pay for drinks. If you are **not having a cash bar**, a permit is **not** required but the group contact is responsible for all participant behavior... Renters must remove from the property all beverage containers (cups, pull tabs, etc.) We strongly discourage drinking and driving. CHT strictly prohibits the use of illegal drugs – anyone using or bringing such illegal substances on CHT property will be asked to leave immediately with no refund or fees returned. CHT prohibits the consumption of alcoholic beverages while camper or other youth programs are in session. To obtain a special event ABC permit, apply online at <http://www.abc.state.va.us/enforce/banquet.htm> or call the Central Office's Enforcement Division in Richmond at (804) 213 - 4624.

Who is responsible for cleaning up after our event? Your Group is responsible for leaving the CHT facility in a clean state. NOTE: Your deposit of \$250 serves as a security deposit and will be forfeited if the CHT facilities are not left in the state in which you found them.

We have a large group. What about parking? Camp has approximately 50 parking spaces available to our rental groups. Please do not park on the grass. Our fire code requires that the road not be blocked at any time.

WE STRONGLY ENCOURAGE GROUPS PROVIDE A VOLUNTEER TO ASSIST WITH PARKING!

Your facilities rent by the "day"? What exactly does that mean? A rental day is a 24 hour period. For example, if you rent the Dining Hall for a day, it might be from 8am until 8am the next morning or from 1pm until 1pm the next day. If there is interest from another group to rent the facility for part of that day, we may talk with you about a reduced fee to allow this, but otherwise the full fee does apply.

I am planning to hold a dinner in your Dining Hall. How many tables and chairs do you have? We have 18-5' round tables, 2-12' buffet tables and 3-5' rectangle tables. There are 100 chairs of a few shapes, colors and sizes.

What should we do if we have a question while we are at Camp, but it is after business hours? One of our staff members will be on call during your stay; his/her name & phone number will be included in your check-in packet.

Call our staff member if you have emergency facility needs. General supplies are in the back kitchen hallway.

May we bring our pets? Service animals are welcome at Camp; please call our Camp Office at 434-977-3781 if you have a question about other pets.

Is there a phone for our use? There is a phone for local calls in the kitchen office. If members of your group call the general Camp Office phone number after business hours, they will receive voicemail as the line does not ring in the kitchen office. It is best for you to provide your group members with a cell phone number in case they need to reach you once you are here at Camp.

How will my group members get directions to Camp? Directions are available on our website & by email.

It is very important that you read and understand all of your rights and responsibilities (Part 2 of the Rental Contract) before coming to Camp for your event. It is also important that you communicate all pertinent information to your entire group.



Rental Contract

Date of Agreement: _____

Camp Holiday Trails Contact: Chris Shifflett
(referred to as CHT)

Organization/ Group: _____
(referred to as Organization/Group)

Organization/Group Contact Person: _____

FROM: FIRST DATE of USE: _____ **TIME of USE:** _____

UNTIL: LAST DATE of USE: _____ **TIME of USE:** _____

APPROXIMATE SIZE OF GROUP: _____

Deposit of \$250 due with contract.

CHT will provide use of the following designated grounds, buildings, and facilities in addition to all common areas:

FACILITIES

- Dining Hall/Meeting Room: \$375/day
- Kitchen: \$200/day (does not include staff or food)
- Meals: \$6/person/meal, plus staff costs which vary by meal, #'s, etc.
- Pavilion & Field/Sport Court w/campfire ring: \$250/day
- Pool: \$300/day
- Waterfront: \$175/day
- TP Hill w/campfire ring, sleeping platforms, picnic area: \$175/day
- Campfire ring ONLY – TP Hill or Waterfront: \$75/evening
- Med Staff Cabin Bunk Lodge: \$150/day
- Med Staff Cabin Family Lodge: \$150/day

NOTES:

LODGING – Note that these cabins close from mid-Nov through med-March

- Cabins (1-5): \$25/person/night (min. 6 people) or \$250/day for entire cabin
- Blazer Cabins: \$20/person/night (min. 4 people) or \$100/day for entire cabin

LODGING – Note that these cabins are open year-round

- Med Staff Cabin Bunk Lodge: \$25/person/night + rental fee of \$150 from above
- Med Staff Cabin Family Lodge: \$25/person/night + rental fee of \$150 from above
- Tents (Field or TP Hill): \$15/person/per night

CHALLENGE COURSE/TEAM-BUILDING

- Contact CHT Program Director for more information** (Stephen Rogers, program@campholidaytrails.org)

WEDDINGS

- Fee of \$100 applies to all weddings.
 - Please note if you will need set-up time a day in advance of event as this requires reserving additional time.

PETS

- \$15 per animal - \$15 X _____ = _____**
 - The Organization must obtain permission to bring pets on to the property, including service animals. Some pets will be allowed – with a guarantee of up to date shots and with the owner taking full responsibility for cleaning up. Pets must remain outside all buildings including cabins. Pets must remain on leash at all times.
 - Note: Camp does have several friendly dogs and cats

PART 1:

1. CHT will insure that all facilities are in a clean state and in good working order to include toilets, sinks, and showers.
2. CHT will provide supplies for each facility to include toilet tissue, paper towels and soap.
3. The Organization/Group renting the facility is responsible for leaving the CHT facility in a clean state.

NOTE: Your deposit of \$250 serves as a security deposit and will be forfeited if the CHT facilities are not left in the state in which you found them (i.e. if trash is not taken out, tables & floors are dirty, etc.) Please complete your rental check-out checklist.

4. CHT will review the facilities used and determine any property damage (other than as a result of normal wear and tear) and/or excessive cleaning required. This review will take place after checkout on the next available business day. A representative from the Organization/Group renting the facility may attend if desired.
5. All current health and safety standards will be adhered to by the Organization/Group including by way of example but not limited to: lodging facilities, dining facility and food preparation area cleanliness, vehicle parking (leaving fire lanes open & passable), sanitation and garbage disposal.
6. The Organization/Group renting the facility will have access to a telephone inside the Kitchen Office. Telephone is to be used for emergencies and local calls only. Organization/Group must use phone cards/credit cards for any long distance calls.
7. The Organization/Group renting the facility agrees to and does assume full responsibility to any loss, damage, injury, destruction or defacement to, or of, the property and facilities, and guarantees such replacement, reimbursement or repairs as may be necessary.
8. There may be hazards associated with specific activities and activity sites which include but are not limited to: variations in terrain, stumps, rocks, forest growth, debris, water, ropes course elements, swimming pool, horse fields, recreational areas and other obstacles and all manner of natural hazards. It is understood that as a result of these dangers and other hazards, there is a potential for property damage, injury or even fatal injury to any and all participants renting the facility. **THE ORGANIZATION/GROUP VOLUNTARILY DESIRES TO PARTICIPATE IN SUCH ACTIVITIES BEING FULLY AWARE OF THE DANGER AND VOLUNTARILY ASSUMES ALL RISK OF LOSS, DAMAGE OR INJURY.**

9. The Organization/Group indemnifies and holds harmless CHT for any bodily injury, personal injury or property damage during the event and further WAIVES AND RELEASES any and all legal rights that may accrue to Organization/Group as a result of personal injury, property damage or other damage which may be suffered while participating in programs scheduled to take place at CHT. The Organization/Group agrees to provide a **Certificate of Insurance with a minimum of liability set at \$1,000,000** to cover the duration of their time at CHT.

10. If serving and charging a fee for alcohol, Organizations/Groups must provide an **ABC license** to CHT before serving alcohol. Usage and possession of illegal drugs while on campgrounds is strictly prohibited.

Questions: Contact Special Agent Eric Jones, Charlottesville ABC office, 434.977.2974,

<http://www.abc.state.va.us/enforce/banquet.htm>

11. CHT is a **smoke-free** facility. Smoking is not allowed in any camp building or anywhere on campgrounds.

NOTE: Your entire deposit will be forfeited if there is any evidence of smoking (e.g. butts on the ground).

12. The Organization/Group renting the facility agrees to act in a reasonable and safe manner while participating in any programs scheduled at CHT so as not to endanger the lives of any persons or their property and agrees to indemnify CHT for the Organization/Group's failure to act in such a reasonable manner.
13. The Organization/Group renting the facility has received adequate information and satisfactory explanation of any unfamiliar terms regarding the rules, regulations, and policies governing the operation of CHT and has been provided with the opportunity to ask questions to clarify any information which may be unfamiliar.
14. CHT strongly recommends that each Organization/Group appropriately interviews and screens all individuals working with or having access to youth participants. Please contact the Camp Office for criminal background screening contacts.

15. Group leaders of the Organization/Group are responsible for the safety and supervision of all group activities. A minimum of two adults should be present at night for any youth group (under the age of 18.) For youth groups, we recommend the following supervisory ratios:

	<u>Camper Age</u>	<u># Adults</u>	<u>Overnight Campers</u>	<u>Day Campers</u>
1.	4-5	2	5	6
2.	6-8	2	6	8
3.	9-14	2	8	10
4.	15-18	2	10	12

16. CHT does not provide health or emergency care to the Organization/Group, but will assist in obtaining appropriate services or supplies. It is recommended that the Organization/Group provide an adult with CPR and first aid certification from a nationally recognized organization, first aid supplies, and a vehicle for emergency transportation. Group leaders should have complete information for all participants including emergency contact names and numbers, listing of persons with allergies or health conditions, and signed permission to seek emergency treatment.

17. As representative for the Organization/Group renting the facility, I am at least 18 years old. I have read the above Agreement and fully understand its contents. In consideration of allowing our Organization/Group to participate in programs provided at CHT, we agree to indemnify and hold harmless CHT, its agents, employees, officers, directors and assigns against any loss from any and all claims, demands or actions made by the Organization/Group or by anyone on behalf of the Organization/Group.

18. The Organization/Group further acknowledges that there are no warranties applicable to the equipment or facilities provided by CHT, whether expressed or implied. THERE IS NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE and we are accepting all equipment and facilities AS IS after having examined the same.

19. This Agreement shall be interpreted in accordance with the Laws of the Commonwealth of Virginia.

20. I have received an estimate of the cost of rental and understand that the final cost may be dependent on the number of people attending the event as given to the CHT representative BEFORE the scheduled arrival date.

21. The representative of the Organization/Group renting the facility will see to it that each member of the Organization/Group be familiar with the terms of this Agreement and the General Policies and Procedures (see Part 2 of this Agreement).

Organization/Group Representative Initials for Part 1: _____ **Date:** _____

PART 2:

As a Rental Group at Camp Holiday Trails, you have the Right to:

- **A FUN & SAFE** experience.
- **ARRIVE and DEPART** with some flexibility based on the event you are hosting.
- **PARK the CARS** you need to load and unload for your event.

IMPORTANT: a limited # of parking spaces are available. Please carpool to Camp, fill every seat in each car, and preserve our beautiful site! You may also park by the Camp Office and hike or carpool to the top of Camp **If you anticipate more than 25 cars for your event, please provide a volunteer to direct parking.**

As a Rental Group at Camp Holiday Trails, you have the Responsibility to:

- Provide CHT with a copy of your insurance liability policy** prior to your rental date.
- Let CHT know your plan in advance** so that proper arrangements can be made to open facilities.
- Protect our natural environment. Parking space is limited.** Please park in designated areas only. Make sure you leave all camp roads open and passable – Emergency vehicles must be able to enter/leave camp.

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You have the Right to:

- **Build a CAMPFIRE.** Small campfire rings are located beside the Pavilion, at Waterfront and at TP Hill. CHT will try to provide wood for your use but wood availability varies depending on the season. Please call ahead.
- **COOKOUT.** A BBQ pit is located beside the Pavilion and a grill is available in the Pavilion. Small campfire rings are located beside the Pavilion, at Waterfront and at TP Hill.
- **Rent our KITCHEN FACILITIES.** Share cooking duties or cater in – up to you!
- A **CLEAN** Camp.
- **Serve ALCOHOL with an ABC permit if cash bar or if BYOB or not a cash bar, no permit needed.**
- CHT prohibits the consumption of alcoholic beverages while camper or other youth programs are in session.
- **NOT SMOKE** (sorry.)
- **Use candles ...** in the Dining Hall with proper holders (candles may not be placed directly on the tables) and when monitored. Use of candles must be noted in the FACILITY AGREEMENT.

You have the Responsibility to:

- Be safe with your campfire.** No other fire pits besides the Pavilion, Waterfront & TP Hill pits are allowed. Please be sure to **completely extinguish your fire** before leaving and return any unused firewood to the woodpile. Use of campfires must be outlined in the RENTAL CONTRACT.
- Be safe with your cookout.** No other fire pits besides the Pavilion, Waterfront and TP Hill pits are allowed. Please be sure to **completely extinguish your fire** before leaving and return any unused firewood to the woodpile. **Remove all food items.** Use of campfires or BBQs must be outlined in the RENTAL CONTRACT. **Please bring charcoal.**
- Use our Kitchen safely and according to Department of Health guidelines.** Use of Kitchen must be outlined in the RENTAL CONTRACT. Groups that use the kitchen facilities must adhere to the following sanitary guidelines:
 - ✦ Minimize time that potentially hazardous foods remain in the temperature danger zone of 40°F and 140°F.
 - ✦ Wash and sanitize dishes and utensils by using rinse water at least 180°F or an approved chemical sanitizer.
 - ✦ All dishes and utensils shall be air dried and stored from dust and contamination between uses.
 - ✦ Clean and sanitize food contact services after each use with a bleach solution or commercial sanitizer.
- Help us keep costs to you down by cleaning up all trash and following your Check-Out guidelines.** Each cabin has some cleaning supplies in the bathroom; additional supplies & trash bags are in the Kitchen.
- Obtain an ABC permit. Apply online at <http://www.abc.state.va.us/enforce/banquet.htm> or call the Central Office's Enforcement Division in Richmond at (804) 213 - 4624.** Renters must remove from the property all beverage containers (no glass bottles allowed.) We strongly discourage drinking and driving. CHT strictly prohibits the use of illegal drugs – anyone using or bringing such illegal substances on CHT property will be asked to leave immediately with no refund or fees returned.
- Smoking is NOT permitted** inside or outside any of the buildings or anywhere on camp property due to health and safety concerns.
- Not use candles in any other Camp building** or without notifying Camp staff.

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You have the Right to:

- **Have access to a TELEPHONE.** There is a phone in the Kitchen office. This phone may be used for emergency and local calls. The number is (434) 970-2010. Note that the voicemail on this phone is not checked daily. You may give this number to family & friends in case there is an emergency, but you may find it more convenient to use a cell phone.
- **Enjoy Camp regardless of weather. AC and HEATING available.** The Blue Ridge Cabins have both heat/AC. The Blazer Cabins have only AC. The Dining Hall has heat/AC.
- **A COMFORTABLE stay.**
- **Bring a SERVICE ANIMAL.**
- **Bring PERSONAL PROPERTY as needed.**
- **Have a signed RENTAL CONTRACT. Groups renting facilities or services at CHT are required to sign a RENTAL CONTRACT.**
- **Enjoy our RECREATIONAL FACILITIES.** Hiking trails are available. Note that the Ragged Mt. Natural Area adjoining Camp is managed by Albemarle and Charlottesville Park and Rec. departments and the Ivy Creek Foundation. Please follow their posted rules including no dogs on trails.

You have the Responsibility to:

- Pay for any long distance calls** using a phone card or credit card. This phone line is to be kept free for emergency use.
- Conserve energy.** Please do not leave the AC on when you are not in the cabins and please turn AC, heat and lights off when you leave. If you must leave the AC or heat on while you are not in the building(s), please make sure the windows & door(s) are shut.
- Come prepared!** All participants should plan to bring their own bed linens, blankets, sleeping bag, pillow and towels. A flashlight is recommended for night travel, sunscreen and bug repellent are recommended seasonally.
- Contact CHT in advance if you will bring a Service animal to camp. Let us know if you have questions about pets; some fees and leash restrictions apply.**
- Be safe at Camp. Group members may not bring firearms, knives, hunting bows or fireworks. CHT assumes no responsibility for personal possessions of any group members.**
- Provide the signed RENTAL CONTRACT to CHT no less than 60 days in advance of event date. Agreement should be accompanied by a deposit of \$250.**
- Rent additional facilities if needed. Additional facilities must be outlined in the RENTAL CONTRACT.**
 - *Challenge Course*
 - *Sport Court*
 - *Pool & Waterfront* (fishing, kayaking, canoeing) – must have a certified lifeguard provided by the Renter. (Copies of certification from nationally recognized certifying body provided to CHT prior to rental. CHT advises renter to have lifeguard demonstrate rescue skills.) No swimming is permitted in the pond. Pool & Waterfront features/hazards: pool depth is 3-6 ft; no diving; waterfront beach: watch erosion; monitor use of floating docks; watch natural reed habitat for shallow waters. Emergency Eqpmt – located in pool shed & waterfront shed. Closest phone is in Dining Hall in Kitchen Office. Emergency CHT contact = your on-call staff person.
 - *Horses* - Please do not feed the horses or travel inside the enclosed areas where the horses are grazing. Drive slowly as horses may be grazing along the fence line outside of enclosed areas.

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Rights:

- Have an **EMERGENCY PLAN**. In case of emergency use the phone located inside the Kitchen Office and dial 911 or the local rescue squad at 295-1191. Tell them you are at Camp Holiday Trails on Reservoir Rd./Rt. 702 off Fontaine Ave. Extended. Camp is exactly 2 miles up Reservoir Rd, just past Ragged Mountain Natural Area. Upon arrival, each group will be given a list of emergency contacts and CHT staff.

Responsibilities:

- Be proactive and prevent accidents and emergencies.** Please immediately notify CHT staff in case of emergency or of intruders/suspicious persons on Camp property.

CHT prohibits the transportation of persons in non-passenger vehicles such as the back of pickup trucks or wagons where seats are not attached to the vehicles. The exception is for hayrides when wagons or trucks are driven at slow speeds (5 – 10 mph) off public roads and where protective devices are provided to keep people from falling out or off of the vehicle.

Organization/Group Representative Initials for Part 2: _____ **Date:** _____

RESERVATION/CANCELLATION POLICY:

DEPOSIT: A deposit of \$250 and a signed Rental Contract are required to book CHT facilities. This deposit will serve as security against damages or loss to equipment and facilities and must be received by the requested date noted on the Rental Contract. The Organization/Group renting the facility is responsible for leaving the CHT facility in a clean state. NOTE: Your deposit of \$250 serves as security and will be forfeited if the CHT facilities are not left in the condition in which you found them (i.e. if trash is not taken out, tables & floors are dirty, etc.) NOTE: Your entire deposit will be forfeited if there is any evidence of smoking (e.g. butts on the ground). This \$250 will be returned/deducted from your balance within 30 days of departure after inspection of facility. If you choose to pay your balance in full before your rental date, know that \$250 of that amount will serve as security. **Deposit due with return of signed Contract.**

CANCELLATIONS: Due to the volume of rental requests, only cancellations received **thirty days**, or more, before the scheduled rental will receive a full deposit refund.

Deposit will be forfeited if cancellation is received less than 30 days prior to the scheduled rental or when no cancellation notice is given. In addition, 50% of the original cost estimate will be charged for cancellations or substantial reductions in attendance made less than 30 days prior to the expected arrival date.

This contract must be returned to CHT no later **than 60 days before rental date with expected attendance numbers.**

If cancellation occurs for reasons beyond control of the group or Camp Holiday Trails (i.e., inclement weather or all manners of natural hazards) refund or re-scheduling will be negotiated. All fees paid are transferable and may be applied to any other available rental opening up to one year after the cancellation date.

NOTES: *This agreement will be void if this contract is not returned by the specified date.*

I have read and understand the above Facility Agreement (Part 1) and the Policies & Procedures (Part 2) for renting Camp Holiday Trails and as Representative for my Organization/Group will ensure that my group follows all guidelines.

Organization/Group Name: _____

Signature: _____ **Date:** _____

Signature of Representative for CHT: _____ **Date:** _____

We know you will enjoy your stay at our facility and hope will consider renting Camp Holiday Trails again in the future. Should you have any questions or concerns, please contact us!