



Guest Services

Retreat Policies & Contract

Thank you for choosing Camp Eder for your retreat. Your retreat helps us provide sustainable financial backing to our year-round programming. **You get to have a fun event at camp, help pay the light bill, and allow us the funds to see peoples' lives changed. Life Outdoors!**

Here's the necessary, formal information required for you as Renter, in order to stay informed, safe and on the same page:

Booking & Damage Policy

Groups are accepted on a first come, first serve basis.

A signed & complete reservation contract and credit card information are required to hold retreat dates.

Final numbers and schedule are due TWO WEEKS in advance of your retreat. Refunds are not given at time of your retreat for no shows, individual meal cancellations, etc. To keep our costs at a minimum, we purchase food & plan staff schedules based on your final numbers due in advance.

Check in/out policy: ALL groups must check in to office for final payment information, emergency phone numbers and keys. All participants should be out of your contracted building/area at the designated time, for scheduled groups following your event and staff cleaning requirements. PLEASE refer to your contract for check out time. Because of scheduling logistics, a \$250 fee will be charged for noncompliance.

Full payment of contract is required at arrival time. Please review our cancellation policy below PRIOR to signing & sending in your contract / credit card information:

-20% of total is non-refundable

-50% of total 2 weeks before your event is non-refundable

-100% of total 1 week before your event is non-refundable

Any vandalism, breakage or damage to equipment, buildings or grounds may result in termination of retreat with no refund. Following your event, any damages would be assessed and you would be notified that your credit card on file would be charged for replacement/repair costs by a Camp Eder representative.

Safety & Welfare of Guests

Renter hereby assumes all responsibility for the safety and welfare of guests. Renter agrees to indemnify and hold harmless Camp Eder, its officers, employees and representatives, for any and all injuries, property damage or loss sustained by guest or their guests during rental. Such indemnification includes, but is not limited to, all claims arising out of or asserted to have been caused by Camp Eder's negligence, or the negligence of any officer, employee or representative of Camp Eder.

Children must be under adult supervision during the entire rental time. Camp Eder does not provide locations for childcare or babysitting.

Liabilities

Camp Eder shall be held harmless from all claims arising out of the Renter's use of the facility or property. The Renter agrees to pay the cost of repairs, restoration or replacement of any damage to Camp Eder, its equipment or furnishings. The Renter assumes full responsibility for theft, loss or damage to any materials and equipment brought to Camp Eder by the Renter and their guests, subcontractors, vendors, or agents and will be charged accordingly. Camp Eder is not responsible for any damage to or loss of materials and equipment placed at Camp Eder prior to, during or following an event. Renter contracts with vendors are solely between the Renter and vendor. The Renter will ensure that all vendors review and agree to comply with the requirements established by Camp Eder.

All participants in Camp Eder activities will be required to have a signed activity waiver prior to your event.

Use of Premises Insurance Requirements

ALL renters promise and warrants that it carries liability insurance with a minimum liability limit of \$1,000,000 per occurrence. The Renter will provide a certificate of insurance to the Camp Eder at least seven days prior to the date upon which the Renter begins to use the premises. The certificate of insurance will indicate that the Renter has made Camp Eder an 'additional insured' on the Renter's policy with respect to the use by Renter of the premises.

Food Service Policy

Groups may share the dining hall with other contract groups during meal times.

Meal times are standard. We ask that you program your schedule around our dining hall schedule to ensure fresh & safe food. PLEASE be respectful of our food service staff and be at meal times 15 minutes early. Meals are at 8am, 12.30pm and 6pm.

Camp Eder is a NO PEANUT facility. However, we do use tree nuts and other legumes in our facility. Special requests & pricing for the following need to be submitted 2 weeks in advance: Gluten Free, Kosher. While we do not offer vegan meals, all of our meals have healthy vegetarian options at no additional charge.

Packed lunches for retreats are available upon request prior to your retreat.

Please do not remove food from the dining hall to return to your lodging, or to give to people not present at the time of meals. Due to pests & wildlife, NO food is allowed in cabins or wagons.

Kitchen & Lodging Facilities

Our main Geigley kitchen is not available for rental.

Groups must bring/supply their own utensils, serving & cooking ware, dishes, coffee pots, etc. We have limited appliances.

Tables, chairs and picnic tables are available for use. If you have specific set up recommendations, please let guest service know at least 2 weeks prior to your event.

Coffee and tea service is available for an additional charge.

Camp Eder no longer provides linens, bedding, bath or kitchen towels.

For safety reasons, candles must be enclosed in glass globes or votive glass containers.

Fireplace fires must be attended at all times. The use of any combustible materials other than firewood is strictly prohibited.

No rice, confetti, glitter, sparklers, candy hearts or potpourri are allowed inside or outside the building. If your group uses balloons, please dispose of them properly prior to leaving.

Nails, staples, tacks and tape are NOT allowed. The Renter is responsible for the removal of all decorations immediately prior to completing your event.

Lake, Pool & Orchard Use

No swimming, wading, boating without the supervision of appropriate Camp Eder staff All guests are required to use lifejacket to use canoes.

No activities are permitted in our apple orchards, as this property is locked & used for commercial use.

Campfires

In high wind & overly dry conditions, we may ask that NO fires be started during your retreat per our township policies.

All campfires must be in approved fire rings, unless approved by guest services/facilities, and supervised at all times.

Lost & Found

Camp Eder is not responsible for lost or stolen items. Items left behind will be at the front office for 30 days and then donated to a local organization.

Prohibited Items/Actions on Property

We are a smoke-free, drug-free, and alcohol-free property. No pets are permitted in our facilities or property. Service animals are always welcomed. Guns, fireworks, weapons or those perceived to be weapons are never allowed. Photographing others outside of your group is not allowed. No promotion, distribution or sale of personal, political or business items during your stay. For your safety and the safety of other, please be sure that everyone in your group is aware of our policy.

Trash & Recycling

We kindly ask all guests to deliver their garbage to the dumpster behind Geigley Lodge (office & dining hall bldg.). NO garbage is to be left on the porches or inside the building. Recycling is encouraged. Please rinse and place items in recycling bins outside your lodge. Failure to clean up after your group will result in additional charges.

Health Policy

While Camp Eder is not responsible for health professionals for retreat groups, groups are advised to have a health professional, or at least someone certified in First Aid / CPR present. Group leader(s) should have health info for all persons attending their retreat, with relevant info: names, emergency contacts, permission to treat, health info, etc.

Supervision of Group Members

Camp strongly recommends a ratio of 1 adult per 7 youth/5 children. All minors must be accompanied by adults on property, and an adult must be present in their overnight accommodations. It is the responsibility of the group leadership to supervise their members on camp property AND during specialized programmed activities. Camp Eder strongly suggests that you comply with state recommendations for staffing, documentation of staff/volunteers, screening & background checks, to name a few, to ensure stringent child protection regulations and activities.

In Case of Emergency

For any medical or fire emergency, call 911. Notify the on-call staff person AFTER you have notified the authorities. Staff makes every attempt to monitor severe weather, and, in case of emergencies, the bell at the main campfire circle may be rung continuously to alert all retreat groups to come to center camp. Stop all activities and come to the main campfire circle/bell area to receive further information from camp staff. PLEASE make your group aware of our policy to protect you and your group.

Restricted Areas

Please note the restricted areas on camp property: Ropes Course, Climbing Wall, Sewage Treatment Plant, Water Pump House, Maintenance Building, Director House and other area for which you do not have contracted. Parking is in designated parking areas only. Garden carts are for loading & unloading of baggage, and NOT for firewood. **QUIET TIME is 10p7a.**

By signing this document, I am stating that I am the representative for the Rental group, and understand the policies and statements on this contract agreement. My group will respect the mission and ministry of Camp Eder, and I accept all responsibilities and financial obligations herein to make sure my group is aware of and abides by all above stated policies.

Printed Name of Authorized Rental Group Representative

Contact Number During Your Retreat ____ - ____ - _____

Signature of Authorized Rental Group Representative

Date

