

Contractual Agreement for Camp Rental

We are thrilled to be hosting your Event at Camp Brethren Heights!

The policies set forth in the Policies and Directives are designed to care for the camp's facilities and grounds, provide a safe, relaxing, and healthy environment in which rental groups can co-exist, and follow laws & policies established by Camp Brethren Heights Inc. and the State of Michigan.



After reading the CBH Policies & Directives form:

- Complete the highlighted areas on both copies and sign the contracts – Keep a copy for your records.
- Mail a copy and deposit to: Camp Brethren Heights,
9478 Brethren Heights Rd.
Rodney, MI 49342

It is agreed:

The Renter will be using Camp Brethren Heights' property and/or facilities:

Renter Name: _____

Event: _____

Date(s) of Use: _____

Primary Contact for Renter: _____

Cell: _____ Email: _____

Estimated Time of Arrival: _____

Estimated Time of Departure: _____

Number of persons expected: _____ minimum _____ maximum

Facilities/Amenities expected to be used, if available: _____

Lodge Kitchen Cabins & Bathhouses Campsites
 Chapel Pavilion Campfire Rings Canoes/Kayaks/Paddle Boat

Equipment Requests:

Special Needs or Other Information:

Amount owed including non-refundable deposit

Total: _____

**** The rentee will pay a \$250 non-refundable confirmation and damage/cleaning deposit.
The remaining balance must be paid upon receipt of the billing statement and no later than
7 days prior to the event. ****

Remaining Balance Due by: _____

\$250 minimum can be waived at the discretion of the Camp Director.

****Any violation of the following policies may result in the immediate termination of the event at the Director's discretion. The rentee will be held responsible for any damages or liabilities incurred. No refunds will be given****

Camp Brethren Heights Rental Policies

1. As the contact person, it is your responsibility to **share these directives with all participants** so that all agree and understand this contract.
2. The Rentee will **use only the facilities requested on your rental contract**. Damage to facilities or equipment will be paid by the rentee.
3. Alcohol Policy: **The consumption of alcoholic beverages is strictly regulated** on the grounds of Camp Brethren Heights. Unless otherwise noted and with prior approval, the use of alcoholic beverages is prohibited. If the rentee intends to serve alcohol during the event, they must **provide proof of liability insurance** prior to the event setup. Alcohol possession and consumption will be strictly limited to designated areas. **Under no circumstance is alcohol allowed on wilderness trails or at the waterfront.**
Any violation of this alcohol policy may result in the **immediate termination of the event**, and the rentee will be held responsible for any damages or liabilities incurred. No refunds will be given.
4. Third-Party Alcohol Service: If alcohol is being served by a third-party vendor or caterer, ensure that they have the **necessary permits and licenses to serve alcohol** and that they **comply with all applicable laws and regulations**.
5. Smoking and Vaping are **prohibited** at Camp Brethren Heights. **Prohibited Items** on the camp property include Firearms (Toy guns of any kind), knives (Blade over 3"), Pyrotechnics (fireworks), Alcoholic Beverages (unless previously noted and insurance is provided), Tobacco, and Drugs deemed illegal that are not for medicinal use. **A minimum fee of \$100.00 will be incurred if this directive is violated.**
6. If a group wishes to use the boats, canoes, or kayaks, the camp office will provide a set of instructions. All canoes, kayaks, paddles & life jackets must be returned to their proper place. Lifejackets must be worn by all minor children and are encouraged by all boaters.
7. Rentee is liable for accidents or injuries caused through the use of kayaks, canoes, and paddle boats. Use of watercraft is solely at the Rentee's own risk. Camp Brethren Heights is not liable for any accidents, injuries, or fines that may occur.
8. In our effort to be energy efficient, please be mindful of turning off lights and keeping doors closed. We also recommend that you use our dinnerware and not use paper products as a way of keeping our carbon footprint small. If you choose to use paper products and do not take them with you, an **additional \$50** will be incurred for extra garbage removal. There are no available contracted recycling services for our camp, thus the renter must transport recycling to the Recycling Center of Mecosta County in Big Rapids.
9. Since we share this habitat with many forms of wildlife, please **stay on existing trails** and do not disturb the wildlife.
10. **Campfires may only be built in designated fire rings**. Wood may only be harvested from the immediate area of the fire pit. We make sure that there are ample amounts of cut and seasoned firewood available during your stay.
11. **A phone is provided for your use**. If it is a long-distance call, please dial 1 before the area code and number you wish to call.
12. The fire alarm is a local alarm to alert people in the building in case of a fire. If an alarm goes off, notify the camp director at 867-3618 even if there is not a fire. If there is a fire, call the fire department at 911.
13. **Fire safety**: do not clean ashes from the fireplace. Keep a water filled bucket near outside fires. Never leave a fire unattended, especially at the pavilion. Be sure a fire is completely out before leaving it. Candles, fuel lanterns, or any open flame heat source are Prohibited in the cabins.

14. Pets must be leashed or caged during the entire visit. Please clean up after the pet and dispose of it directly into the dumpster. No pets are allowed in the lodge building. (an exception is made for service animals).
15. The following cleaning chores must be completed before the departure of a group:
 - a. Stack dining room chairs
 - b. If furniture is moved, please return it to where it was found.
 - c. Wash and put away dishes.
 - d. Put out fires and close fire damper in fireplace.
 - e. Sweep floors in the lodge and cabins.
 - f. Bag and put all trash inside the back kitchen door.
 - g. Remove any leftover food from the pantry and cooler (consult with the Director).
 - h. Thoroughly wipe down the Kitchen cooktop, oven, and counters.
 - i. Make sure all belongings and trash are removed from the cabin and campfire areas.

The renter agrees to abide by all rules of Camp Brethren Heights covering the use of the camp facilities. The rental group representative has read and understands the attached information sheets. The renter also agrees to do the following:

1. To indemnify Camp Brethren Heights and the Michigan District Church of the Brethren against, and hold them free and harmless from, any cause and all claims, demands, loss, damage, and expense, including attorney's fees and other legal expense, arising out of its use of Camp Brethren Heights.
2. That any damage other than ordinary wear and tear to buildings, equipment, or other property owned by Camp Brethren Heights will be charged to and paid for by the renter.
3. That Camp Brethren Heights shall not be responsible for the loss of, damage to, or illness from any cause whatsoever to the properties of others, including the rentee.

As the Event Leader, I will be present at my group's retreat. I have read the Policies & Directives provided and will share & enforce the information with the members of my group. Signing this contract constitutes my group's agreement to abide by camp policies. Failure to abide by the policies could result in the denial of future rental privileges. Members of my group agree to indemnify Camp Brethren Heights against claims arising from any activity over which Camp Brethren Heights has no control or supervisory responsibility.

Renter's Printed name: _____ Date: _____

Renter's Signature: _____ Date: _____

Camp Director: _____ Date: _____

Make Checks payable to Camp Brethren Heights Inc.

Camp Brethren Heights
9478 Brethren Heights Road
Rodney, MI 49342

Questions? Contact us at **(231) 867-3618**
 Or Email: **info@campbrethrenheightsmi.org**
www.campbrethrenheightsmi.org
 Follow us on Facebook and Instagram

Camp Brethren Heights has been the Outdoor Ministry of the Michigan District Church of the Brethren since 1949. We provide a natural sanctuary to connect with God's earth, awaken your soul, ignite your faith.