

Camp Turner Group Rental Agreement 2018.5

Why choose Camp Turner for your Group Rental?

- Located within 65,000 acre State Park with 2 lakes
 - hiking, birding, wildlife viewing
 - boating, fishing, public beaches
 - cross country skiing, snowmobiling, ice fishing
 - park admission included

- Fully equipped commercial kitchen for your use.
 - Includes pots, pans, plates, silverware, utensils, 2 convection ovens, 2 regular ovens, toasters, coffee makers, BBQ (charcoal) grill.

- Customizable food service available.
 - Let us shop, cook and do your dishes!
 - Clean up service also available.
 - Set your own meal times between the hours of 7 am and 8 pm.

- Pets welcome (with papers, leash and scooper).

- Responsible use of alcohol allowed.

- 120 inner spring beds in WINTERIZED, heated cabins.

- Our rental calendar is flexible - we can make our schedule fit yours.

- Wifi available in the dining hall.

- No Lottery! You pay the deposit, it's yours!

Name of Group: _____ Date of Stay: _____

Packages without food service

Include sleeping cabins, dining hall, kitchen and dish room.

St. Francis Center available at additional cost.

| Select Overnight Package Packages include dining hall and shower house. | Weekend (2 nights) Fri. 4 pm – Sun. noon | Extra Hours – before or after | Weeknight Rate 4 pm till noon. Sun. - Thursday | Weekly Sun. 4 pm – Friday noon |
|--|---|----------------------------------|--|--------------------------------------|
| 48 beds (4 sides) | \$960 (\$10/bed) | \$40 | \$450 | \$1500 |
| 60 beds (5 sides) | \$1170 (\$9.75/bed) | \$45 | \$450 | \$1650 |
| 72 beds (6 sides) | \$1368 (\$9.50/bed) | \$45 | \$475 | \$1800 |
| 84 beds (7 sides) | \$1554 (\$9.25/bed) | \$50 | \$520 | \$2100 |
| 96 beds (8 sides) | \$1680 (\$8.75/bed) | \$50 | \$560 | \$2250 |
| 108 beds (9 sides) | \$1836 (\$8.50/bed) | \$55 | \$615 | \$2500 |
| 120 beds (10 sides) | \$1920 (\$8.00/bed) | \$55 | \$645 | \$2600 |

| Extras! | Weekends | Extra Hours | Weekdays | Sun. 5 pm – Friday noon |
|---|-----------------------------------|---------------|-------------|----------------------------|
| Dining Hall, Kitchen, Dish-room without cabin rental | \$650 / for the weekend | \$30 per hour | \$400 / day | \$1900 (5 days) |
| Dining Hall, Kitchen, Dish-room & Saint Francis Ctr. without cabin rental | \$1000 for the weekend | \$40 per hour | | |
| Add St. Francis Center to overnight rental package above | \$150 / day or \$250 / weekend | \$30 per hour | \$150 | \$600 (5 days) |
| Add Day Guests to your group. # of (day guests - beds paid) x rate. | \$3 per day | | \$4 per day | |
| Outsider Caterers - \$500/meal. | | | | |

Packages with food service

Family Weekend with 5 meals, 1 snack, lodging .

(Friday 4 pm through Sunday noon)

Includes Lodging, 4 meals, 2 evening snacks.

\$69 per adult, \$49 per child under 12. Children 4 and under are free. 25 person minimum.

Catholic Parish Youth Group **Weekend Package**

(Friday 4 pm through Sunday noon)

Includes Lodging, 4 meals, 2 snacks, **free use of St. Francis Center.**

\$69 per person. 20 person minimum.

Catholic Parish Youth Group **One night.**

Sat. 10 am – Sun. 11 am OR Friday 4 PM through Sat. 4:30 PM

Includes Lodging, 3 meals, 1 evening snack, **free use of and St. Francis Center.**

\$49 per person, clergy and 1 youth minister are free. 20 person minimum.

To make a reservation, please send the following:

- * A deposit check for \$400, made payable to *Camp Turner*.
- * A signed copy of this document (Group Rental Agreement), including signature at the bottom of page 6.
- * Certificate of Liability Insurance – Corporate groups only (not family or diocesan youth groups).

Using camp food service? Yes / No

Fee for using outside “professional” caterers is \$500 per meal.
There is no extra fee when you do your own cooking.

Name of Group: _____ Arrival Date: _____

This is a rental agreement for use of the Camp Turner Facility, located at 9150 ASP Route 3, within Allegany State Park Quaker Area. The agreement is between Camp Turner and the party listed below (the Group Leader) for the time period listed below. The Group will have a designated leader who is at least 21 years of age on-site. The leader will be financially responsible for all actions of the group. The Group Leader will be responsible for promulgating and enforcing the Terms of this Group Rental Agreement to all members of the group. The group leader will ensure that everyone staying at camp attend the Group Orientation or read the Group Orientation document within 4 hours of arrival. The Group Leader will ensure that all adults in attendance sign a document indicating that they have been oriented to the site and its inherent hazards, and that they (all in attendance) agree to indemnify and hold harmless Camp Turner, its agents, employees and administration and the Diocese of Buffalo. On behalf of all guests in the group, the group leader agrees to uphold and enforce all guidelines, rules and regulations of Camp Turner, Allegany State Park and NY State.. Please see Park Regulations at this link; > (<http://nysparks.com/publications/documents/NYSParksRulesRegulations.pdf>) .

The Group Leader agrees to accept the camp grounds, the facilities thereon and the camp equipment in their existing (as is) condition. No representative or statement of warranties, expressed or implied, have been made on the behalf of the Camp or the Diocese of Buffalo regarding the camp grounds, facilities thereon and the camp equipment. Under no circumstances shall the Camp be liable for any defect in such property or any limitation in the use of said property.

Permits from Allegany State Park are REQUIRED for Large Group Activities outside of camp – if your group plans to hold events in public areas outside of camp you may need a permit from the Park. (e.g. bicycle or road races, orienteering events, sporting events, weddings, etc.) A copy of the permit should be submitted with this rental agreement.) Please call Camp Turner first to discuss the nature of the event and the process for getting a permit from the park.

Cancellation of Rental Reservations: Cancellations received 90 days prior to a reservation will be refunded the deposit less a \$100 fee. Within 90 days of the reservation date the group is responsible for 25% of the full rental rate. Within 60 days of the reservation date the group is responsible for 50% of the full rental rate. Within 45 days of the reservation date the group is responsible for 75% of the full rental rate. Upon arrival the group is responsible for 100% of the rental rate.

Late Fees: Payment is expected at time of arrival. Camp Turner charges \$5 per week for each week payment is overdue.
Damage Fees: Damage found upon arrival must be reported within 6 hours of arrival. Group agrees to pay for damage to the facility as a result of the stay. Damage fees are subject to late fees if not paid within 14 days of departure.
Food Service: Separate agreement required for food service. A deposit of 25% of the anticipated cost of food service is required 45 days prior to arrival. This deposit is not refundable.
Outside Caterers: There is a fee of \$500 per meal for outside caterers. Misrepresentation on the contract may result in cancellation of the rental agreement. A group may do it’s own cooking for no extra fee.
Day Guests: There is an additional fee if “day guests” are in attendance. The fee will calculated on total number of guests minus the number of beds rented, times the rate for day guests.

Groups using our food service do not have access to the kitchen from 24 hours before the beginning of food service.

| | | | | |
|-------------------------------------|---------------------------|------------------------------|----------------|----------|
| Name of Group | Street Address | City | State | Zip Code |
| Email Address | Phone Number of Group | Alt phone number | | |
| Name of Group Leader | Street Address | City | State | Zip Code |
| Email Address | Phone Number of Leader | Alt phone number | | |
| Arrival Date | Time of Arrival | Departure Date | Departure Time | |
| Expected # overnight guests _____ | Expected day guests _____ | Ordering Food Service? _____ | | |
| How did you hear about Camp Turner? | | | | |

Name of Group: _____ Arrival Date: _____

Terms of Group Rental

The group leader is responsible for ensuring that all members of the Group are aware of these Terms.

Purpose of Use

The group using Camp shall not either by speech or by action discredit, ridicule, criticize or bring scandal upon the Catholic Church and or the Diocese of Buffalo, nor in any way which violated the moral tenets or beliefs of the Catholic Church and or the Diocese of Buffalo.

Mandatory Site Orientation

All overnight guests must attend a 10 minute site orientation with a host within 4 hours of arrival, or read the orientation document. All guests must sign an acknowledgement, indicating they are aware of the orientation materials, and the hold harmless agreement therein. Does not apply to day guests.

Kitchen Orientation

Everyone who plans to use the kitchen must attend a 15 minute kitchen orientation. Guests are prohibited from using equipment that they have not been trained to use.

Emergency Notification

An air horn will sound in bursts of three – Everyone must meet around the cross in the center of camp.
Continuous Air Horn – Danger in Camp - Flee and meet at the location announced during your group’s orientation.
Severe Weather – you will be notified to stay inside by camp staff.

Telephone Service

We cannot guarantee delivery of messages left on the camp office phone.
The dining hall is equipped with an open wifi service (no password). You should be able to make calls through your smartphone.

Site Hazards

Ditches, holes, sticks, stones, uneven ground – are dangerous. Look down when you walk, carry a flashlight and stick to the sidewalks when possible. Keep exterior lights on at all times.
Wild animals – do not feed, scare, chase, surround, or pet. Please report any bee or wasp nests near the cabins to camp staff.
Wet floors – The floors in all of our buildings are slippery when wet. Please mop up spills or notify staff.
Electrical Boxes - Please do not touch any of the green HIGH VOLTAGE **Electrical Boxes** scattered about camp.
Restricted Areas - Please stay out of areas marked “**Employees Only**” including boiler rooms, hot water tank rooms, and store rooms.
Kitchen Appliances – Guests should not use appliances that they do not know how to use.
Culverts contain animals, especially skunks and porcupines. Please do not let children crawl in them!

Off Limits Areas

Storage sheds, pantries, mechanical and electrical rooms.
The porch of cabin 8 (St. Anthony / St. Marianne Cope)
The porch of the Director’s Cottage.
The areas directly behind cabins.
Low Ropes Course (unless retaining camp staff to facilitate)

First Aid, CPR, EMS

The group must have a person trained in CPR and First Aid accessible at all times.
Group is responsible to provide its own first aid supplies.
EMS is often 30 minutes or more to arrive. Please be aware of this when making health decisions.
AED, CPR equipment and hazardous spill clean-up kit are located in the lobby of the dining hall.

Name of Group: _____ Arrival Date: _____

Camp Policies

- 1) **Minors must be directly supervised at all times.**
- 2) Everyone should wear shoes when out of bed.
- 3) The group is responsible for cleaning the facility during and after use
 - picking up litter and cigarette butts
 - sweeping
 - wiping tables and chairs with soap and water (provided)
 - returning all furniture to original location
 - putting all pots, pans, dishes, and other equipment back where it came from (dry)
 - removing trash and recyclables prior to departure
- 4) Quiet hours in the park are between 10 PM and 8 AM.
- 5) It is unlawful to feed wild animals, cut any standing vegetation, operate an ATV within the park.
- 6) No smoking is permitted in any camp building.
- 7) All exits must remain clear of obstructions, furniture and luggage.
- 8) Emergency exit windows have no curtains. Do not walk directly behind any of the cabins, for privacy.
- 9) Food in the sleeping cabins will attract critters and ants.
- 10) Windows must remain closed when heaters are running. (Please see your host to adjust heat.)
- 11) Public urination in the camp proper is prohibited.
- 12) Ball playing and catch are restricted to outdoor areas away from buildings.
- 13) No candles incense, or other flames are allowed in the sleeping cabins.
- 14) Combustible materials may NOT be stored or used in cabins or dining hall.
- 15) Use of fireworks, firecrackers, explosives and incendiaries is strictly prohibited.
- 16) Use of missile weapons, bows, crossbows, paintball guns, firearms is prohibited.
- 17) The Dining Hall is intended as eating and meeting space. Do not plan to sleep in the dining hall.
- 18) Management reserves the right to terminate any activity it deems dangerous.
- 19) The park may begin charging entry fees to camp guests at any time even though it has not to date.
- 20) Guests must obey rules of NY State Parks
<http://nysparks.com/publications/documents/NYSParksRulesRegulations.pdf>
- 21) Camp Turner is not responsible for the belongings of the Rental Group. Group participants bring personal items at their own risk and are solely responsible for their security.
- 22) Alcohol is permitted. Guests must abide by all NY State Laws. Underage drinking, and driving under the influence are not permitted and will be reported to police. Camp Turner does not sell alcohol.
- 23) No tenting is permitted in the camp area. Pavilion tents are not permitted.

Campfires

1. Campfires are permitted in designated areas only. Please do NOT construct any new fire circles.
2. Campfires must be attended at all times.
3. Fires must be extinguished before bed.

Camp Does Not Provide

Sleeping bags, pillows, linens, paper towels, hand sanitizer, toiletries, power tools, axes, shovels, clothes lines, dish towels, plastic wrap, foil, storage containers. The mixer, food processor, electric slicer, proofing cabinet, drink dispensers, salad bar, walk in cooler and all items in store rooms and pantry and top of the walk in cooler are off limits. The bathroom in the kitchen area is for camp staff only and will not be open for group use.

Name of Group: _____ Arrival Date: _____

Camp Does Provide

Plungers, rags, spray cleaners, brooms, dust pans, mops, buckets, grill cleaner for cleaning purposes. Please put rags in the laundry bin after use. Camp provides 1 trash bags per day for every 7 people in the dining hall.

Vehicles in camp

1. Please **DO NOT DRIVE ON THE GRASS!** (Vehicles with handicapped tags are allowed on the grass).
2. Park behind the Dining Hall or along the drive up to the Dining Hall. The circle is for (un)loading only.
3. Guests park at their own risk. No warranty or guarantee of safety or security is made by Camp Turner.
4. Speed Limit: The speed limit in camp is 5 MPH.

Furniture

All indoor furniture must remain indoors. All outdoor furniture must remain outdoors. All furniture must be returned to its original location before departure.

Bathrooms

Bathrooms are located in the dining hall and concrete shower house at the top of camp. Cabins do not contain bathrooms. We can adjust water temperature to meet your needs. We have a very powerful 80 gallon tank, but use by many people all at once can run it out. Ask staff if you need the heat or water temperature in the shower house adjusted. Shower house must be swept and all trash and other items removed before departure. We recommend shower house doors be open in the daytime for ventilation and closed at supper time to avoid animal entry. **Please do not flush feminine products.**

Please see Kitchen Inventory for a complete list of provided supplies and equipment. In general, we provide everything you need to cook for 80 people. If your group is larger, or you need more or better equipment than provided it may be available for additional charge.

Dogs in Camp

1. If you bring a dog to camp you must bring papers with current vaccinations records, including rabies.
2. Dogs must be leashed.
3. Dogs are not allowed in the kitchen. Camp does not provide bowls or leashes for pets.
4. Dogs are not allowed on beds.
5. Dogs tend to damage the mini-blinds in cabins. Replacement fee for damaged mini blinds is \$100.
6. Pet owners are expected to scoop their dog's poop. The group will be billed \$50 if camp staff scoops.

Name of Group: _____ Arrival Date: _____

Kitchen Use (Does not apply to groups catered by Camp Turner)

The group may not use the walk in cooler, meat slicer, mixer, proofing cabinet, juice bubbler, popcorn machine or icee machine.

The group may use the kitchen and equipment to prepare meals for those staying overnight at camp as part of the group. Day guests or guests in for a meal incur an additional charge.

1. The kitchen comes “as is”. We highly recommend that you wash silverware, cutting boards, knives, pots and pans and wipe down counters before use. The group before you may or may not have washed them properly after the last use.
2. Anyone using the Kitchen, Dish Room or Dining Hall must attend a **kitchen orientation** session with camp staff before using the equipment. Misuse of equipment may result in costly damage, and / or the termination of rights to use equipment.
3. The group must provide a person to be in charge of and responsible for the kitchen. This person must be at least 21 with some food handling experience. The person in charge of the kitchen is expected to ask if operation of any of the equipment is unclear.
4. All cooks must be at least 18.
5. All dishwashers must be at least 16.
6. Use of knives by anyone under 16 is prohibited.
7. The hood fan should run and the window nearest the stove must be open while cooking food that produces smoke. Please do not run the fan continually while not cooking.
8. The group is expected to use safe food handling, dishwashing and sanitation procedures.
 - a. All utensils, tables and counters should be cleaned and sanitized prior to use. .
 - b. Please follow procedures posted on the wall in the dish room for washing and sanitizing pots and pans, silverware and dishes. All dishes, utensils, pots and pans must be air dried before putting away.
9. Food must be cooked to, held and served at safe temperatures. See chart on the wall in kitchen.
10. Refrigerator doors must be kept closed at all times except when retrieving or storing food.
11. **Do not dump grease in any sinks.** A grease bucket will be provided for your use. Please ask.
12. The food prep sink is for food only. Do not wash dishes in this sink. Likewise for the hand sink.
13. If you use camp pans they must be washed thoroughly, front and back. The group will be charged for pans that need to be rewashed.
14. **Do not put pots and pans in the dishwasher.** They must be scrubbed in the 3 bay sinks.
15. Dishes, cups and bowls must be stored in the wash racks where you found them (on the plastic shelves) when finished, not stacked outside of racks. The group will be charged for re-racking if necessary.
16. All tables must be washed and floors must be swept before departure.
17. All equipment must be turned off and / or put away before departure.
18. The griddle must be thoroughly cleaned if used. Please ask for supplies.
19. Please turn all equipment off when not in use.
20. Fire alarm panel must be explained to the group leader by the camp staff. Please ask.

Check Out

The group leader must check out with camp staff. Check out will take approximately 20 minutes and includes kitchen inventory, inspection and locking of all buildings, and remedy of all items not sufficiently cleaned.

Additional Fees

\$50 per hour will be charged for cleaning that is left for camp staff. Particularly these things need to be taken care of by the group:

- Clean up any major spills, bathroom or toilet issues.
- Pick up all litter, especially cigarette butts.
- Clean out fire pits.
- Sweep all areas used
- Remove trash from cabins and shower house and bring to the dump
- Remove trash from dining hall and kitchen and bring to the dump (unless we are providing your food service)
- Wash all pots, pans, dishes and silverware. Air dry all.
- Clean the griddle, counters, tables, chairs, sinks.

\$100 will be charged if guests smoke in the dining hall.

Name of Group: _____ Arrival Date: _____

Responsibility of the Group Leader

The Group Leader is responsible for the Health, Welfare and Safety of the members of his or her group. The Group Leader shall be responsible for and warrants that it shall monitor and supervise all its own programs, personnel and invitees. The Group Leader assures Camp Turner and the Diocese of Buffalo that it will provide and properly credential its staff, shall assure the character and competence of each, shall assure that its programs and personnel comply with any and all federal, state and local laws, rules and regulations, and shall assure that its program is a safe and suitable environment for the children and adult participants in attendance. The group leader will provide a roster of all those in attendance to the camp staff member on duty for the weekend.

All participants in attendance agree to the terms set out in the Rental Agreement and to uphold and enforce these terms with all in attendance. The group leader will ensure that all group participants either attend the Group Orientation or read this document (Guidelines for Group Rental). The group leader will ensure that all adults in attendance sign the roster below, indicating that they have understand all the guidelines for attendance and accept the Indemnity and hold harmless agreement.

Insurance

Corporate groups (not family groups, not groups from Parishes within the Diocese of Buffalo) will provide to Camp Turner a certificate of insurance s per the rental agreement. Groups from Catholic parishes in the Diocese of Buffalo are covered under diocesan insurance and need not provide a certificate. Non-corporate gatherings also need not provide a certificate. The Group Leader is responsible for the group. Should you need anything during your stay or if the facility needs repair, please notify your group leader to let camp staff know. Only the group leader should contact staff.

Indemnification / Hold Harmless Agreement

As renters of Camp Turner facilities, we (attendees at the camp) agree to protect, indemnify and hold harmless Camp Turner and the Diocese of Buffalo from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless Camp Turner and the Diocese of Buffalo from any and all claims, cost or expense arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period. Should any alcohol be served by us attendees at the camp), we as renters, hold harmless Camp Turner and the Diocese of Buffalo from any and all loss, cost, damage, expense, injury, or fatality caused to any party, first or third, resulting from the use of alcohol supplied by us. Further, the renter warrants that the above type of activity will be conducted in full compliance with all federal, state and local laws, rules and regulations and in compliance with all rules and regulations of Camp Turner and the Diocese of Buffalo. By my signature I acknowledge that I have read or heard and understand the contents of the document entitled Guidelines for Group Rental. Further, I agree to abide by the contents of that document.

Printed name of Group Leader

Signature

Date