

# Camp Lakodia Sample Rental Agreement (to be emailed with reservation confirmation)

**NOT VALID UNTIL YOU REPLY TO THIS EMAIL WITH "I AGREE" FOLLOWED BY YOUR NAME**

This Rental Agreement is made and entered into as of the date of this email, by and between Camp Lakodia and the above named (renter/s).

Whereas, renter desires to rent the above facilities from Camp Lakodia on the terms and conditions set forth herein and Camp Lakodia is willing to rent the facilities on such terms and conditions;

NOW, THEREFORE, in consideration of the mutual promises set forth herein and in the Camp Lakodia policies that follow, and other good and valuable consideration, the parties agree as set forth below:

1. **Facilities: Event, Date, Rate** – Camp Lakodia shall make the above named facilities available for purposes of a wedding ceremony and/or reception. Upon signing of the Contract and payment of the required deposit, the building/s named above shall be reserved for Renter for the dates and rates shown above.
2. **Time of Rental:** Ceremony rentals include use of outdoor area OR Lakodia Hall for 4 hours on the day of the rental and 2 hours for rehearsal the day before. Reception rental in the Dining Hall includes use of the building from 8 am – midnight. Guests, vendors and personal belongings must be out of the building by midnight. Failure to vacate the building(s) by midnight will result in a \$300 fine per hour after midnight. If the schedule allows, the Dining Hall may be rented for extra time on Friday or Sunday. Additional rental fees apply.
3. **Capacity** - The capacity of the Dining Hall is 225 persons maximum; this includes wedding party, guests, catering staff and other vendors inside the building. The capacity of Lakodia Hall is 150 persons maximum. The capacity of Shanley-Weaver is 100 persons maximum. If additional seating is set up outside, a usage fee of \$5 per person (over 225 capacity) will be applied.
4. **Outdoor Activities** – For the respect of Camp Lakodia guests and neighbors, quiet hours begin at midnight on Friday and Saturday nights. Outdoor receptions are allowed only when the entire facility is reserved exclusively by the renter. Under these circumstances, outdoor music must end by 10 pm.
5. **Deposits, payment and guaranteed number**– A deposit equal to 50% of the total rate is required to secure your date and must be sent back with this signed agreement within 14 days from the date the contract was generated. We require a confirmation of attendance at least two weeks in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. It is understood that the renter shall pay the full balance of the rental amount at the time of check-in.
6. **Cancellations** – Should you choose to cancel your event a \$50 handling fee will be charged. The following schedule applies for refunds (This policy also applies to RV site with \$5 handling fee.)

<u>Amount of time prior to event</u>	<u>Amount of deposit returned (less handling fee)</u>
more than 90 days	100%
30 - 90 days	50%
15 - 29 days	25%
Less than 15 days	0%

7. **Damage Deposit**- A refundable \$500.00 damage deposit is required 14 days prior to the reservation check-in date. The cost of any missing items, damages or the need for excessive cleaning will be

deducted from the damage deposit. Damage deposit will be refunded within one week after the event upon satisfactory inspection of the building/s rented.

8. **Liability Insurance** – Camp Lakodia requires that the Renter obtain general liability or event insurance covering the day/s of the event, based on the planned activities. A certificate of insurance and a policy endorsement naming Camp Lakodia as an additional insured as the owner/operator of Camp Lakodia shall be provided to Camp Lakodia at least 14 days prior to the day of the event. Event insurance can be purchased through our insurance provider. Please contact us for information.  
**NOTE:** Our insurance provider does not sell event insurance to fraternities or sororities, therefore Camp Lakodia does not rent our facilities to such groups.
9. **Room setup and take down** - Camp Lakodia staff will provide assistance with floor lay out and set up, tear down, and cleaning. All exits and doorways must remain accessible. Renter must receive prior approval from Camp Lakodia regarding placement of all vendor materials. Renter is responsible for helping the Camp Lakodia staff take down and put away the tables and chairs after the event is over. Prior to check-out time, Renter is responsible for removing all personal belongings, cleaning dirty dishes, and collecting all trash in both lodging and meeting facilities.
10. **Alcohol** may only be served through a cash bar operated by a bar service that carries liquor liability insurance. Glass beer or soda bottles may not be taken outside of the building. Alcohol consumption must comply with all state and federal guidelines of responsible drinking, both including age requirements, as well as conduct. Public intoxication (drunk and disorderly conduct) will not be tolerated. **We reserve the right to handle such behavior at our discretion, including (but not limited to) removal from the property, charging a fine, and/or notifying the Lake County Sheriff Department.**
11. **Caterers/Vendors** – The renter must use a licensed and insured caterer of his/her choice. A Certificate of Insurance for caterers, bar service, and DJ's must be presented to Camp Lakodia at least 1 month prior to the event. The renter is fully responsible for caterers, kitchen staff and other vendors (DJ's, etc.) regarding clean up, removal of personal belongings, and conduct as well as any damage or excessive cleaning for Camp Lakodia staff. Renter may be charged and/or lose all claim to refundable damage deposit.
12. **Engineering, Electrical and Audio-Visual** - Special engineering requirements must be specified at least three weeks prior to the event. Additional charges will be based on labor involved and resources required. A selection of audio-visual equipment is available on a rental basis by completing an Equipment Rental Agreement to guarantee availability of equipment.
13. **Shipping and Receiving** - All incoming packages should be clearly marked with the name and date of your event. Because there is limited storage space available, we cannot accept boxes more than three days prior to your event. A storage fee of \$5.00 per box, per day will be applied to any material received earlier than three days prior to your event. Boxes left at Camp Lakodia for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered by a heavy freight handler.
14. **Decorations** – No nails, screws or staples can be used on building surfaces or trees. Wire, floral wire, and non-stick tape are allowed. Candles may only be used cautiously in the fireplace hearth area and table tops only. If using candles, dripless candles are mandatory, must be stationary and enclosed in non-flammable containers. Battery operated tea lights are recommended. No rice, confetti, birdseed, potpourri, glitter or any substance of that nature. Bubble machines are permitted outside only.

The following camp **POLICIES** are part of your rental agreement.

1. **QUIET HOURS:** Sunday - Thursday: 10 p.m. to 8 a.m.; Friday and Saturday: midnight to 8 a.m. Outdoor amplified music and dancing must end by 10 pm on any night.
2. **SPEED LIMIT** is 5 mph. If that limit is not followed, it could result in us asking you to leave the camp earlier than you planned and without refund. For the safety of everyone, please keep speeds under 5 mph.
3. **NO SMOKING** is allowed in any buildings or cabins.
4. **NO FIREWORKS ALLOWED.**
5. **CAMPFIRES** are allowed only in pits provided by camp. No open fire at any time.
6. **PARKING** is permitted in the main parking lot. For overflow parking for events, guests may park in straight rows on the grass adjacent to the parking lot. Camp Lakodia is not responsible for loss or damage to vehicles or their contents while parked on property.
  - Guests who are staying in Turk Lodge, Yankton, Wahpeton, and Sisseton cabins may park no more than 2 vehicles per cabin in the parking areas by those cabins. Guests staying in cabins 8, 9 and 10 may park cars in parking lot.
7. **WATERFRONT** - Camp Lakodia beach features an enclosed swim area and the use of our canoes, kayaks and paddleboats. **Camp Lakodia DOES NOT PROVIDE A LIFEGUARD. Children must be supervised by an adult while at the beachfront, on docks, or in the water.**
  - Lifejackets must be worn when using the canoes, kayaks, and paddleboats. Lifejackets and/or paddles may be checked out on an hourly basis at the office with a \$10 deposit per boat, returnable upon the return of the lifejackets and/or paddles.
  - All boats must be pulled entirely out of the water when done using them.
  - The pontoon boat may be rented out on an hourly basis from the office.
8. **A FISHING DOCK** is provided on the east side of the camp, in front of Sisseton cabin. This is the only place allowed for onsite fishing. Fishing is NOT allowed from the boating and swimming beach or docks. **Children must be supervised by an adult while at the beachfront, on docks or in the water.**
9. **PETS** are allowed for a non-refundable fee of \$10 per night. For the safety of all our guests, pet owners must keep their pets on a leash at all times and remove pet droppings from the grounds. **TURK LODGE:** Pets are not allowed in the Lodge but may stay in a kennel in the garage. Service dogs are excluded from the fee. Proof of service animal licensing and certificate must be provided. All service animals must be wearing their official service vest at all times.
10. **LIABILITY** - Camp Lakodia reverses the right to inspect and control all private events. Liability for damages to the premises will be charged accordingly. Camp Lakodia cannot assume responsibility for personal property and equipment brought onto the premises.
11. **LOST AND FOUND** - Camp Lakodia cannot be responsible for damage or loss of any articles or merchandise left here prior to or following your event. Security arrangements should be made for all merchandise or articles set-up prior to the planned event, or left unattended for any time.
12. **LINENS** are provided in Turk Lodge, Yankton, Wahpeton, Sisseton, and Cabins 8, 9, and 10. We do not offer daily housekeeping, however, upon request, we will exchange towels every third day. For fresh towels daily, there is a \$15 charge per cabin per day. Please bring your own beach towels and do not use Camp Lakodia towels on the beach.
13. **ALCOHOL** is allowed on the premises which complies with all state and federal guidelines of responsible drinking, both including age requirements, as well as conduct. **GLASS BEER OR SODA BOTTLES ARE NOT ALLOWED.** Public intoxication (drunk and disorderly conduct) will not be

tolerated. We reserve the right to handle such behavior at our discretion, including (but not limited to) removal from the property, notifying the Lake County Sheriff Department, and/or charging a fine.

14. **RESERVATIONS** are secured with a 50% deposit of the total rental fee and must be paid at time of booking to secure the reservation. The remainder of the rental fee must be paid upon arrival.
15. **PAYMENTS** are accepted with cash, check, money order, Visa, MasterCard, American Express, and Discover.
16. **CANCELLATIONS AND REFUNDS:** Accommodations will be held for term of reservations. Guests are responsible for the entire period of their reservation. Should you find it necessary to **CANCEL** your reservation, please notify us immediately. In the event of a cancellation, a \$50 handling fee will be charged (\$5 for RV sites). The following schedule applies for refunds:

<u>Amount of time prior to event</u>	<u>Amount of deposit returned</u>
More than 90 days	100%
30-90 days	50%
15-29 days	25%
Less than 15 days	0%

17. **MISCELLANEOUS**

- Please share the campgrounds, bathhouse, and watercrafts with our other registered guests.
- Help us maintain the beauty of our campgrounds by cleaning up after yourself. Do not litter — trash cans are provided at many places on the campground.
- Firewood and ice are available for a nominal fee.

It is understood and agreed that should your group fail to adhere to all of the above rules and policies and conform to the proper use of the buildings, Camp Lakodia may, at its discretion, terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.

**I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by Camp Lakodia in its sole discretion, and/or all deposits made retained by Camp Lakodia. I understand and agree that, in addition, I/we will be responsible and liable to Camp Lakodia for any costs exceeding the amount of the retained deposit.**