

Vanderkamp Group Facility Rental Policies

Deposits, Payments & Charges

1. To secure your rental, group leader must sign page 2 and return entire contract, along with the indicated deposit (30% of total due) to Vanderkamp. Deposit amounts and due dates are not negotiable. **Reservations unsecured by a deposit will not be honored.**
2. The date this contract was issued appears at the bottom of page 2. Your requested arrival date appears in the rental details on page 3. This contract is valid for a limited time unless secured by the receipt of your deposit at Vanderkamp within the following timeframe:
 - a. Contracts dated **at least 90 days prior** to arrival date, expire **within 30 days** of issuance.
 - b. Contracts dated **46 to 89 days prior** to arrival date, expire **within 14 days** of issuance.
 - c. Contracts dated **22 to 45 days prior** to arrival date, expire **within 2 days** of issuance unless deposit paid **by credit card**.
 - d. Contracts dated **up to 21 days prior** to arrival date, expire if **full payment by credit card** not made **within 2 days** of issuance. *This pertains to rentals of cabins, tent sites, and meeting spaces only as lodge rentals must be made at least 21 days in advance.*
3. The final balance (less deposit paid) must be received by Vanderkamp at least **14 days prior** to arrival for contracts dated 22 or more days prior to scheduled arrival. Cash, checks, and major credit cards accepted.
4. Group leader is responsible for collecting payments from members. Vanderkamp will not accept payments from multiple individuals for either the deposit or the balance.
5. Deposits returned without the rental contract or with an unsigned contract will be regarded as signed.
6. Vanderkamp assumes no responsibility for any accident or loss of property during your stay. **Our insurance company requires a Certificate of Liability naming Vanderkamp as an additional insured on your policy.** This form must be received at Vanderkamp **at least 14 days prior** to your group's arrival. If a family group, this would be covered under the umbrella policy of your homeowner's insurance. Contact your/your organization's insurance agent and request that this form be faxed or mailed directly to Vanderkamp. *Note: Church secretaries are generally familiar with this procedure and can be a great resource in facilitating this process.*
7. Charges for lodging or facility use (e.g., meeting spaces) are based on a flat rate, including linen fee, regardless of the number of people attending. Linen fee for bedding and bath towels included only in 1st night rental charges. Occupancy in excess of the maximum per building or space is not permitted. Personal linens, cots & aero beds not permitted. Permission and terms for use of personally owned infant beds (e.g., pack-n-play, crib, bassinet) must be approved by Vanderkamp and appear in writing as part of the formal rental contract. Additional fees apply.
8. Charges for dining services are per person, per meal. Groups purchasing dining services must provide the number of diners **at least 14 days prior** to their group's arrival. This number applies to all scheduled meals unless otherwise approved by Vanderkamp as specified in this contract (e.g., additional day use guests). Additional charges apply if the actual number of diners served exceeds the number provided and are due **prior to the group's departure**. *While we work with groups to accommodate food restrictions of guests (e.g., food allergies or vegetarians), **only groups renting the entire facility may request custom menus. Additional fees apply to custom menu planning and per person costs for each meal.***
9. Any additional charges assessed for damages to facilities, grounds, or equipment, beyond normal wear and tear, or conditions requiring additional housekeeping resulting from any member of your group will be billed within 10 days of the group's departure and are **due upon receipt**.

10. Other fee-based items that must appear in your contract, if applicable, include:
 - a. Lifeguard(s) for use of waterfront (swimming or boating) by any members of your group. *Availability and fees vary as they are set by the lifeguards for provision of their services.*
 - b. Additional bundles of campfire wood are available for \$5 each; the first is included with your rental. All firewood **must be provided by Vanderkamp.**
 - c. Exclusive use of meeting spaces or lodges requires paid rental.
 - d. Ropes course use permitted only as paid program provided by authorized Vanderkamp facilitators. *Fees vary based on type and duration of program as well as number of participants.*
 - e. A \$10 per dog fee is charged to cover additional housekeeping expenses. A current rabies certificate must also be received by Vanderkamp **at least 14 days prior** to group's arrival for each dog.
 - f. Vanderkamp has audio-visual equipment available for rent including projectors and sound systems. These items must be signed in/out at the office. Damage or failure to return will result in additional fees due **prior to departure.**
 - g. Set-up, tear-down, movement or rearrangement of furniture by Vanderkamp staff or their representatives may require an additional fee. Amount varies depending upon services requested.
 - h. Additional fees may apply if the group requests to drop off or pick up personal or group property or have deliveries made to Vanderkamp outside of paid rental dates. This includes decorations or food for a wedding or special event. *Long-term storage is not permitted.*
 - i. Extended stay (e.g., early arrival or late departure) must be approved at time of contract and will be charged at \$25 per meeting space or lodge/per hour up to maximum of 4 hours per day.
 - j. Under extreme circumstances, restricted to situations where non-use of personal linens (e.g., sheet, blanket, stuffed animal) would be detrimental to a guest's physical, psychological, or emotional wellbeing (e.g., child or adult with diagnosed disability or condition resulting in specialized needs), Vanderkamp may approve processing on-site by Vanderkamp staff prior to use. Additional fees apply.

Cancellations and Changes

1. The group may cancel this reservation **up to 90 days prior** to the scheduled arrival and receive a refund of 50% of deposit paid.
2. If the group cancels **less than 90 days prior** to scheduled arrival, the deposit is non-refundable.
3. Groups contracted to rent multiple lodges may cancel 1 lodge or meeting space by contacting Vanderkamp **at least 30 days prior** to their scheduled arrival. The group will forfeit their deposit (30% of contracted rental fees for that lodge or space) but will not be responsible for the balance shown on the original contract. If the group has paid rental in full, Vanderkamp will refund the remaining 70% of rental fees for that lodge or space.
4. Vanderkamp reserves the right to cancel this contract without refund if group violates the terms and conditions of this Group Facility Rental Contract or Vanderkamp's Group Rental Policies.
5. Vanderkamp reserves the right to cancel this contract in the event of extenuating circumstances or facility/maintenance problems. Fees will be adjusted if group is reassigned to less expensive lodging or meeting spaces. If Vanderkamp cancels rental prior to group's scheduled arrival, all rental fees including the deposit will be refunded. If reservation is disrupted, group will be refunded for unused rental time for affected spaces.
6. Vanderkamp reserves the right to change the conditions of the Group Facility Rental Contract and Vanderkamp's Group Rental Policies at any time. Your group will be notified in writing of any changes that apply to your rental.