



Thank you for choosing Camp Lakotah! Our staff is dedicated to providing you with outstanding customer service and a memorable experience for your group outing. In order to properly secure your event date, please review all materials carefully and return back to Camp Lakotah within **10 business days** of receiving.

**Payment will be due in advance of the start of your camp rental based on your minimum guarantee.**

We will invoice you **one month** prior to the start of your camp session and **payment** will be **due** along with a **final count of participants no later than 7 days before your arrival.**

A final count is necessary to assure the facilities, food service, and program areas are adequately prepared and we appreciate your honesty and accuracy when reporting the final count.

**Your group is responsible for the final count in full regardless of no-shows, late arrivals or early departure of participants.**

**Camp Lakotah does not allow cancellations for any reason other than medical in the period between submitting final count and the start date of your event, and does not allow any refunds or cancellations of any kind once the outing has commenced.** Please make sure your registration materials and refund policies reflect this Camp Lakotah policy.

**Failure to submit timely payment may restrict facility access and or services provided by Camp Lakotah Inc.**

Late additions to your roster will be accepted based on availability and will be invoiced following the conclusion of your group outing along with any other additional services or goods supplied.

We require a prepayment of 25% of your expected final invoice as your **rental deposit.**

In addition, a **damage deposit** is also required to insure proper use of the facility. Renter agrees to see that the premises of Camp Lakotah, its buildings, fixtures and furnishings are left in a clean, sanitary and undamaged condition. The damage deposit, in whole or part, can be applied to any balance due or it can be rolled over for future event dates.

**Important documents that require immediate attention:**

- **Rental Agreement** – return signed & dated by due date
- **Use Agreement Terms & Conditions** – return signed & dated by due date
- **Rental deposit** – submit by due date
- **Damage Deposit** – submit by due date

**Required minimum of 7 days before start date:**

- **Certificate of Insurance** with Camp Lakotah as additionally insured
- **Payment for your minimum guaranteed amount** – invoice will be sent 30 days in advance
- **Final Count** of participants
- **Itinerary or Program schedule**
- Menu requests & dietary concerns
- Review **Camp rules & policies and Map** with all participants

**Required At Arrival:**

- **Participant Register** – in order to maintain our license and accreditation, we require a record of all individuals who visit the site overnight – adults or youth. We have attached a **sample** guest register for your use. If you choose to create your own roster, it must include the following information:
  1. Guest Name
  2. Home Address
  3. Home Phone Number
  4. Emergency Contact & Phone Number

**The register must be turned in to the Camp Host upon your arrival at Camp Lakotah and must include all participants**

- **Medications** – All medications must be in original containers and clearly labeled to include the name of the camper or staff, name of the medication, the dosage, frequency of administration and the route of administration. All medications must be collected and placed in a secure locked unit upon arrival and administered by a qualified health services staff, this includes over the counter and prescription medications but excludes epi-pens and inhalers which should be the responsibility of the camper or staff. We also require that the group leader document the date, time, route, and person who administered the medication while at Camp.
- **Participant Health History Record** – The State of Wisconsin and Camp Lakotah **require** that you have a completed Participant Health History Record for each member of your group that describes any physical condition, medications or allergies requiring special considerations. All minors (under age of 18) must have these health records signed by a legal parent or guardian and should allow consent for emergency medical care. It is also **recommended** by the State of WI and Camp Lakotah, Inc. that each participant provides a written report of a physical examination performed within the preceding 24 months by a licensed physician, physician assistant, or registered nurse.

You may contact us for a sample health history record or create your own.

### **Other friendly reminders:**

1. **Camp rules & Expectations** Please make sure you are reviewing our camp rules and safety precautions with ALL participants but especially your adult leaders and chaperones, so they can help assure the health and safety of your campers. A Camp Lakotah Director will greet your group at the first meal and review important procedures because ultimately, we are responsible for the health and safety of all persons using our facility.
2. **Wifi** Due to our geographic location and small-town community- we unfortunately do not have many options available. Services remain at limited speed and bandwidth and are expensive to install and maintain. Because we are a camp and want to promote appreciation for natural surroundings and personal relationships & friendships, we continue to choose to use our resources improving and maintaining those aspects of your camp experience vs faster bigger better internet. Please remember to remind your campers and staff that wifi is not available and encourage them to "unplug" for their time at camp. As leaders, we understand you have the occasional need to be connected- and we will do our best to accommodate. Alternatively, if you feel it is necessary to provide wifi to your staff and/or campers you may consider looking into mobile hotspots or jet packs which are now being offered by major cell phone companies.
3. **Special diets / food service** We do our best to accommodate all diet concerns in our very busy kitchen. Due to rising demands and associated costs, we will be adding an additional charge per person for anyone requiring a special diet. Advance notification is extremely helpful and appreciated.
4. **Waterfront policy** – Our waterfront is likely to be one of the highlights of your visit! We want to make sure everyone has a positive experience and keeps safety in mind when scheduling time at the waterfront. We are happy to supply lifeguards at the times you request and ask that your group does not allow any campers at the waterfront area when the guards are not on duty. Our Camp programs will be using the waterfront daily from 2:15 – 3:00 p.m. We are happy to try and share all waterfront activities if your group chooses to be at the waterfront during this time, however if you want exclusive use of the beach and swim areas please plan around our all camp swim time. Swim lessons will be in session from 1:00 – 3:30 but utilize the designated lesson area only and will not interfere with other use.
5. **Kid business** – we are all in the “kid business” and collectively as adult leaders and directors we all have the same goal in mind – to provide a safe and fun camp experience that is the highlight of summer for our “kids”. There are no “Lakotah kids” or “group kids” – they are all just kids and each of them deserves equal opportunities to be a kid! At Camp it doesn’t matter who owns the pot of paint, or who has more time on the water trampoline, or who can race through a meal so they can have 2nds, 3rds or even 4ths before others, what matters is we lead by example and we give kids the chance to make new friends, try new skills, and learn to appreciate one another and our planet earth. We hope you will embrace this spirit and work with us to provide each and every kid a great experience! Together we CAN make a difference!

**Thank you again for choosing Camp Lakotah. We look forward to serving you! If you have any questions, please contact Sandy at 920-787-0123 or [sandy@camplakotah.com](mailto:sandy@camplakotah.com)**

Sincerely,

**Sandy & Cliff**