



Thank you for choosing Camp Lakotah! Our staff are 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 a signed and dated copy of the Use Agreement Terms & Conditions and Rental Agreement to Camp Lakotah within **10 business days**.

**Payment will be due in advance of the start of your camp session based on your minimum guaranteed fees or reported final attendance, whichever is greater.**

You will be invoiced **10 days** prior to the start of your camp session based on your guaranteed minimum fees or reported final attendance fees whichever is greater. You will need to provide Camp Lakotah, Inc. your **reported final attendance in writing no less than 10 days prior to arrival**. **Payment** in full will be **due 3 day prior to arrival**.

A reported final attendance is necessary to assure the facilities, food service, and program areas are adequately prepared and staffed for your arrival.

**Your group is responsible for the guaranteed minimum fees, reported final attendance, or final actual attendance whichever is greater regardless of no-shows, late arrivals or early departure of participants.**

**Camp Lakotah does not allow cancellations for any reason in the period between submitting reported final attendance 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, damages or goods supplied.

We require a prepayment of 20% of your total anticipated fees as your **rental deposit**.

In addition, a **damage deposit** of \$200 is also required to insure proper care 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. One check is acceptable for both deposit payments.

**Required minimum of 10 days before start date:**

- **Certificate of Insurance** with Camp Lakotah as additionally insured
- **Final Guaranteed Attendance** of participants
- **Itinerary or Program schedule**
- Menu requests & dietary concerns
- Review **Camp rules & policies and Map** with all participants

**Required minimum of 3 days before start date:**

- **Payment of your reported final attendance or guaranteed minimum fees whichever is greater** – invoice will be sent 10 days in advance.

**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 given to the Camp Host upon arrival and must include all required participant and staff information.**

**Other friendly reminders:**

1. **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 offered by major cellular companies.
2. **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.

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

Sincerely,

Sandy & Cliff