



Wedding Facility Rental Agreement

Booked on: _____

By: _____

Contact Info: _____

Reservation Date(s): _____

(Name): _____

(Address): _____

(Email): _____

(Phone): _____

• Misuse of Property of Equipment

Each group is subject to a facility inspection at arrival and upon departure. It is required that the Occupant schedule a walkthrough of the facility, with the director of Camp Abe Lincoln, within a week of their event, but prior to the day of. The group represented by the Occupant agrees to pay for repair of any destruction or defacement of Camp Abe Lincoln property or equipment.

Initials _____

• Decoration & Equipment

Groups that decorate or use any part of Camp are expected to leave it looking the same as it did when they arrived. This includes putting away tables and chairs, cleaning up litter inside and outside, removing all décor, and taking out the trash. Glitter is prohibited inside the lodge and all cabins. Glass containers cannot be brought on site. Camp tables and chairs will be available for use, no discount will be granted if occupant chooses to not use the tables and chairs provided. Specific requests will be negotiated with camp staff. Personal sports and activity equipment cannot be used without Camp Director consent.

Initials _____

• Firearms

Personal firearms or weapons are not allowed on camp property.

Initials _____

• Bedding

Camp Abe Lincoln only provides the bunks and mattresses. Occupant must supply their own bedding, pillows, towels, and toiletries.

Initials _____

• Vehicles & Parking

Parking lots for the main camp are located on the North and South sides of the Lincoln Lodge, and East of the Pool. All cars must remain parked until departure. Motorized vehicles should not be operated in areas not designated for their use.

Initials _____

• Alcohol & Smoking

Camp Abe Lincoln is a drug free environment; however, with your event you may allow smoking in ONE designated area outdoors that you must set up with a disposal system. Alcoholic beverages are the sole responsibility of the group. Any alcohol sold must be administered by an Iowa licensed bartender.

Initials _____

• Emergency Care & First Aid

Groups are advised that it is their responsibility to provide a certified First Aid, AED and CPR person. For the safety of all participants in your group, we advise that you have the names, addresses, and emergency contacts for every participant. We recommend that you are aware of any allergies or health conditions of any person in your group, and that you keep all medications locked safely. Groups are responsible for providing their own supplies for First Aid and Emergency Care during the general activities. In the case of specialized activities (e.g. tower, swimming, equestrian) the camp staff will provide care.

Initials _____

• Lost Items

Camp Abe Lincoln assumes no responsibility for personal items lost, stolen or damaged during your event. This includes, but is not limited to, vehicles, personal items, and electronics.

Initials _____

• **Pets**

Pets are not permitted on camp property due to conflict with domestic camp and wildlife animals, unless approved by the director.

Initials _____

• **Ground Fires**

Fires are only permitted in the designated fire areas and must be approved by the director.

Initials _____

• **Deposit, Payment, & Cancellations**

The non-refundable deposit of 50%, must be paid to secure your reservation, which will be applied to the total balance due. The remaining balance must be paid in full at least two weeks before reservation date. An additional \$250 damage deposit will be returned after departure, pending no damages have been incurred. Leaving tables set up or not removing trash will result in a full or partial deduction from the damage deposit. The damage deposit must be paid by cash or check two weeks prior to the event.

Initials _____

• **Insurance and Hold Harmless Use of Facilities**

Copy of insurance certificate will be provided to the Scott County Family Y. Occupant shall, at its sole cost and expense, carry general liability insurance naming the Scott County Family Y as an additional insured along with a waiver of subrogation in favor of the Scott County Family Y for the duration of the use of the property. The limits carried should be no less than 1,000,000 per occurrence on the General Liability. The Occupant shall also provide a waiver of subrogation in favor of the Scott County Family Y on their Worker’s Compensation policy. Occupant shall indemnify and hold harmless Scott County Family Y, its affiliates, and their officers, directors, and employees from and against all claims, suits, causes of action, liability, damages, losses and expenses, including, but not limited to attorney’s fees, rising out of or resulting from the lease of any premises. A copy of the insurance certificate must be provided within the 14 days prior to the reservation date.

Initials _____

• **Liability**

Camp Abe Lincoln shall not be liable to the Occupant or any other person for any loss or damage suffered during the reservation dates on account of any defective condition and occupant shall assume all risks to persons and/or property due to latent or patent defects in the Facility, its structures, equipment, appliances, or grounds. We advise that any minors on site without a parent/legal guardian obtain a signed permission slip for them to seek treatment in the case of an emergency. We strongly recommend averaging 1 staff person for every 8 campers (1:5 for campers under 8 years old and 1:10 for campers over 14 years old). Staff persons should be at least 16 years old and more than 2 years older than the minors they are with, but it is recommended that at least 80% of the staff is over 18 years of age. The Tri-System is recommended in all situations, which means that no one is ever in a one-on-one scenario, and we advise all staff to go through this training. There must be 2 staff members present at all times.

The Occupant hereby agrees, for itself, its successors and assigns, to indemnify Camp Abe Lincoln against all claims, demands, and liability for any loss, damage, injury, or other casualty to person or property, whether that of the parties hereto or of third persons, caused by or happening in connection with, Occupant’s use of the Facility, its structures, equipment, appliances or grounds, or by reason of any other casualty.

Initials _____

I have read and understand the Facilities Usage Agreement and agree on behalf of all the group members to the terms stated.

**Amendments:

Occupant Signature _____ Date _____

Camp Abe Lincoln Staff Signature _____ Date _____

Please enclose the following when returning contract to camp:

- This contract signed and dated (keep a copy for your records)
- Deposit amount

FEE STRUCTURE

Please check one and sign.

Bronze Package: \$2,000*

○ Signature _____

Includes:

- Lodge access for 1 day (8:00am to midnight)
- Tables and chairs (seats 192)
- Access to cooler/freezer
- Host/Hostess (8:00am to midnight)

Silver Package: \$2,500*

○ Signature _____

Includes:

- Everything in the Bronze Package
- Access to the lodge the day before (starting at 8am)
- Access to the lodge the day after (until noon)

Gold Package: \$3,000*

○ Signature _____

Includes:

- Everything in the Bronze and Silver Packages
- 2 cabins (16 person capacity each)
- Option to add on extra cabins for \$250 each

*price does not include \$250 damage deposit

I agree to pay the full amount stated above, and understand that failure to pay in full two weeks prior to my event date will result in a cancellation of my reservation.

Signature _____

Date _____

Description	Quantity	Unit Price	Cost
Bronze (Base) Package		\$2,000.00	
Silver Package		\$2,500.00	
Gold Package		\$3,000.00	
	Days	Lodging	
Cabin Reservation		\$250.00	
		Total	\$0.00
		Balance Due	