

GENERAL POLICIES FOR CAMP CAPERS

- Camp Capers may be used by non-profit groups dedicated to responsible religious and/or educational purposes.
- Permission to use Camp Capers must be obtained in advance by requesting a reservation through the Registrar's office at Camp Capers.

Reservations will be made on a first-come, first-serve basis. (Non-Diocesan or Non-Episcopal groups may request and place a deposit for dates, but will not get confirmation of the reservation until 3 months prior to the event). A reservation will be considered confirmed upon receipt, in the Registrar's office, of the reservation form and a \$400 deposit for multiple day groups, and \$200 for day groups. Three months prior to your event, another deposit will be due according to the number of people you have reserved. The deposits will be applied to the total fee for the event. We ask that you send your reservation form as soon as possible after you have received it from our office in order to reserve the date you requested. The registration form must be received by the date asked for the reservation to be held for your group. If a cancellation is made less than 3 months prior to the event date, 50% of the event cost minus the deposits will be requested.

CANCELLATION OF A RESERVATION MUST BE MADE THREE MONTHS PRIOR TO THE DATES FOR WHICH THE SITE HAS BEEN RESERVED IN ORDER FOR THE DEPOSIT TO BE REFUNDED. IF CANCELLATION IS MADE ON A DATE LESS THAN THREE MONTH'S PRIOR TO YOUR EVENT, THE REMAINING BALANCE OF 50% OF THE NUMBER RESERVED WILL BE DUE IF THAT DATE IS NOT RESERVED BY ANOTHER GROUP.

- For groups requesting meals, a firm number of participants must be reported to the Registrar's office 10 days prior to the date of the conference. A 5% attrition will be allowed on this figure. The group will receive a bill approximately one week after the event and payment is due one month from the date of the bill.
- There shall be one adult responsible for the group. This person can be responsible for all correspondence with the Registrar's office prior to the reservation date, shall report to the Camp Caretaker or Registrar upon arrival, and shall check out with the Caretaker or Registrar when the group departs the camp.
- For groups remaining overnight, there shall be a minimum of one adult supervisor for every seven children and youths who shall be housed in each cabin occupied at Camp Capers.
- **PETS, FIREARMS, ALCOHOL, NARCOTICS, AND FIREWORKS ARE STRICTLY FORBIDDEN ON THE PREMISES OF THE CAMP.** It is expected that all groups will comply with state and local laws.
- Any breakage and/or damage to property will be added to the total fee. If a group uses the kitchen to prepare its own meals and additional cleaning of the kitchen is necessary after the group departs, an additional \$75.00 fee will be added to the total bill.
- All crafts supplies must be brought by the group. Camp Capers supplies are not available.
- If you use the swimming pool, it is mandatory that there is a lifeguard with current accreditation. Pool gates will remain locked until lifeguard papers are presented to manager. For safety reasons, the pool will remain locked when not in use. The pool is open May 1-October 1. Use of river requires a lifeguard also.
- All groups must provide proof of liability insurance. Please call your insurance company and ask them to provide a Certificate of Liability with Camp Capers as a rider.
- A campfire must be requested at least a week prior to your retreat.

