

## Contractual Agreement for Camp Rental



We are thrilled to be hosting your retreat group to Camp Brethren Heights!

Being the Retreat Leader is a great responsibility.  
Please take time to familiarize yourself with CBH Policies provided on page 2.

The policies set forth in the Policies and Directives are designed to: care for camp's buildings and grounds, provide a safe, relaxing, and healthy environment in which rental groups can co-exist, and follow laws & policies established by Camp Brethren Heights Inc. and the State of Michigan.

After reading the CBH Policies & Directives form:

- Complete the highlighted areas on both copies, and sign the contracts – Keep a copy for your records.
- Mail a copy and your \$50 deposit to: Camp Brethren Heights,  
9478 Brethren Heights Rd.  
Rodney, MI 49342

**It is agreed:**

**The Renter will be using Camp Brethren Heights' property and/or facilities:**

Renter Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Primary Contact for Renter: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Estimated time of Arrival: \_\_\_\_\_

Estimated time of Departure: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_ minimum \_\_\_\_\_ maximum

Facilities/Amenities expected to be used, if available: \_\_\_\_\_

Lodge  Kitchen  Cabins & Bathhouses  Campsites

Chapel  Pavilion  Campfire Rings  Canoes/Kayaks/Pontoon Boat

Equipment Requests:

\_\_\_\_\_  
*If you would like food service provided for groups of 15 or larger, please indicate the days, times, meals and dietary needs you wish to be served in the space below. If you plan to do your own cooking, check box below.*

**Kitchen Fee: \$50 per event** (If you provide your own cooking)

**Meal Fee: \$5 breakfast** \_\_\_\_\_ **\$7 lunch** \_\_\_\_\_ **\$9 supper** \_\_\_\_\_

**Children Fee Age 4-12 (Half price)** \_\_\_\_\_ **Age 3 and under (free)** \_\_\_\_\_

Special Needs or Other Information:

**The Renter shall pay the following fee for services as follows:** (See Rental Fees Form)

Package A Package B Package C Package D **Other:** \_\_\_\_\_

*Children 10 & under are charged half price for lodging and meals, 3 and under stay & eat for free.*

**\$250 minimum** can be waived at the discretion of the Camp Director.

## Camp Brethren Heights Rental Policies

The Camp Brethren Heights Inc. Board has compiled the following guidelines for all groups using camp facilities.

1. As the contact person, it is your responsibility to **share these directives with all the participants** so that we may enter into and understand contract in its fullest.
2. The Renter will **use only the building and facilities requested on your rental contract**. Damage to facilities or equipment will be paid by the renter.
3. Smoking is **prohibited** in all of Camp Brethren Heights buildings. **Items that are prohibited** on camp property include: Firearms, Pyrotechnics (fireworks), Alcoholic Beverages, Tobacco, and illegal drugs. **A fee of \$250.00 will be incurred if this directive is violated.**
4. In our effort to be energy efficient, please be mindful of turning off lights and keeping doors closed. We also recommend that you use our dinnerware and not use paper products as a way of keeping our carbon footprint small. If you choose to use paper products and do not take them with you, an **additional \$25** will be incurred for extra garbage removal.
5. Since we share this habitat with many forms of wildlife, please **stay on existing trails** and do not disturb the wildlife.
6. **Campfires may only be built in the areas provided**. Wood may only be harvested from the immediate area of the fire pit. We make sure that there are ample amounts of cut and seasoned firewood available during your stay.
7. If a group wishes to use the boats, canoes, or kayaks the camp office will provide a key and a set of instructions. All canoes, kayaks, paddles & life jackets must be returned to their proper place.
8. The following cleaning chores must be completed before departure of a group or a cleaning fee will be charged:
  - a. Stack dining room chairs
  - b. If furniture is moved, please return it to where it was found.
  - c. Vacuum all carpets
  - d. Wash and put away dishes
  - e. Put out fires and close fire damper in fireplace
  - f. Sweep and mop floors
  - g. Bag and put all trash inside back kitchen door
9. **A phone is provided for your use**. If it is a long distance call please dial 1 before the area code and number you wish to call.
10. The fire alarm is a local alarm to alert people in the building in case of a fire. If an alarm goes off, notify the camp director at 867-3618 even if there is not a fire. If there is a fire call the fire department at 911.
11. Fire safety: do not clean ashes from the fireplace. Keep a water filled bucket near outside fires. Never leave a fire unattended, especially at the pavilion. Be sure a fire is completely out before leaving it. Do not use candles or liquid fuel lanterns in the cabins.
12. Pets must be leashed or caged during entire visit. No pets are allowed in the lodge building (the exception of service pets).

**\*\*The renter will pay a \$50 non-refundable confirmation and damage/cleaning deposit, and will pay the balance of the fee upon receipt of the billing statement.\*\***

## Hold Harmless Agreement for Camp Brethren Heights

The renter agrees to abide by all rules of Camp Brethren Heights covering the use of the camp facilities. The rental group representative has read and understands the attached information sheets. The renter also agrees to do the following:

1. To indemnify Camp Brethren Heights and the Michigan District Church of the Brethren against, and hold them free and harmless from, any cause and all claims, demands, loss, damage and expense, including attorney's fees and other legal expense, arising out of its use of Camp Brethren Heights.
2. That any damage other than ordinary wear and tear to buildings, equipment, or other property owned by Camp Brethren Heights will be charged to and paid by the renter.
3. That Camp Brethren Heights shall not be responsible for the loss of, or damage from any cause whatsoever to, properties of others, including the renter.

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### Renter's Name & Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

As the Retreat Leader, I will be present at my group's retreat. I have read the Policies & Directives provided and will share & enforce the information with the members of my group. Signing this contract constitutes my group's agreement to abide by camp policies. Failure to abide by the policies could result in denial of future rental privileges. Members of my group agree to indemnify Camp Brethren Heights against claims arising from any activity over which Camp Brethren Heights has no control or supervisory responsibility.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Director: \_\_\_\_\_ Date: \_\_\_\_\_

*Make Checks payable to Camp Brethren Heights Inc.*

**Camp Brethren Heights  
9478 Brethren Heights Road  
Rodney, MI 49342**

Questions? Contact us at **(231) 867-3618**  
Or Email: **brethrenheights@gmail.com**  
**www.campbrethrenheightsmi.org**



*Camp Brethren Heights is the Outdoor Ministry of the Michigan District Church of the Brethren since 1949.  
We provide a natural sanctuary to connect with God's earth, awaken your soul, ignite your faith.*