



## CAMP USAGE - FORM AND POLICIES

Name of Group/Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person #1 \_\_\_\_\_  
Fax.# \_\_\_\_\_

Tel.# \_\_\_\_\_  
Cell# \_\_\_\_\_

Contact Person #2 \_\_\_\_\_  
Fax # \_\_\_\_\_

Tel # \_\_\_\_\_  
Cell# \_\_\_\_\_

Usage Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Agenda

#### DAY TIME EVENT

Description of Event: Camping\_\_\_ Picnic\_\_\_ Party\_\_\_ Wedding\_\_\_ Other \_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-Arrival Time \_\_\_\_\_ [set-up if applicable]

Main Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Meal Time: \_\_\_\_\_ (a.m./p.m.)

Description of Activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## OVERNIGHT EVENT

Day of the Week Arrival: \_\_\_\_\_

Day of the Week Departure \_\_\_\_\_

### DAY 1

Pre-Arrival Time \_\_\_\_\_ [set-up if applicable] Main Arrival Time: \_\_\_\_\_

Wake-up Time: \_\_\_\_\_ a.m.

Breakfast: \_\_\_\_\_ a.m.

First Activity: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

Description: \_\_\_\_\_

Second Activity: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

Description: \_\_\_\_\_

Third Activity: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m./p.m.

Description: \_\_\_\_\_

Lunch: \_\_\_\_\_

Fourth Activity: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Fifth Activity: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Sixth Activity: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Dinner: \_\_\_\_\_ p.m.

Night Time Activities: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

### DAY 2

Wake-up Time: \_\_\_\_\_ a.m.

Breakfast: \_\_\_\_\_ a.m.

First Activity: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

Description: \_\_\_\_\_

Second Activity: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m.

Description: \_\_\_\_\_

Third Activity: \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m./p.m.

Description: \_\_\_\_\_

Lunch: \_\_\_\_\_

Fourth Activity: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Fifth Activity: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Sixth Activity: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Dinner: \_\_\_\_\_ p.m.

Night Time Activities: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

Description: \_\_\_\_\_

Day of Departure \_\_\_\_\_

Departure Time \_\_\_\_\_



**Facilities Usage** (check each one your group will utilize)

Lodge \_\_\_ Cafeteria \_\_\_ Bunkhouse \_\_\_ Weight-room \_\_\_  
Parthenon \_\_\_ Parthenon Plaza \_\_\_ Flag Pole \_\_\_ Pool - Life Guard \_\_\_  
Pool Deck (only) \_\_\_

**Gardens** (circle each one your group will utilize)

Lodge Gazebo, Hill Gazebo, Reception Garden, Rose Garden, Reflecting Pool Garden, DeFrancisco's Garden, Parthenon Garden

**Sports Areas** (circle each one your group will utilize)

Practice Fields, Tennis Courts, Sand Volley Ball Courts, Obstacle Field Course, Putting Green, Driving Range, Jacuzzi House

**Equipment Needs:**

[Please check each]

\_\_\_ Podium \_\_\_ Table [round] # \_\_\_  
\_\_\_ Sound System \_\_\_ Tables Cloths # \_\_\_  
\_\_\_ Projector Unit \_\_\_ Paper Products  
\_\_\_ Chairs # \_\_\_ Outdoor Gas Grill  
\_\_\_ Tables [6 ft] # \_\_\_ Phone  
\_\_\_ Center Pieces # \_\_\_

**Kitchen Equipment:**

\_\_\_ Grill \_\_\_ Oven \_\_\_ Ranges \_\_\_ Refrigerator \_\_\_ Freezer  
\_\_\_ Walk-in Freezer \_\_\_ Walk-in Refrig. \_\_\_ Coffee Maker

**Supplies & Other:**

\_\_\_ Paper Products \_\_\_ Towels \_\_\_ Blankets \_\_\_ H2O Coolers  
\_\_\_ Extension Cord \_\_\_ Toiletries \_\_\_ First Aid \_\_\_ Trash Cans

**Activities:**

Sports \_\_\_ Aquatic \_\_\_ Nature \_\_\_  
Camp Fires \_\_\_ Sleep Outs \_\_\_ Fishing \_\_\_  
Canoeing \_\_\_

**Sports Equipment:**

Balls \_\_\_ H-Sticks \_\_\_ T-Racquets \_\_\_  
Pp Paddles \_\_\_ Tug Rope \_\_\_ Cones \_\_\_

**Facilitators:**

Person #1 \_\_\_ Person #2 \_\_\_ Person #3 \_\_\_

Description of Any Special Arrangements:

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**No Hunting, Smoking, Littering**

(check one) Caterer \_\_\_ Cook \_\_\_

**Pricing**

Camp Facility = \$3,000/day

Caterer

Cook

Insurance - Gaudette - Deb Millett - (800) 922-8381 ext. 3117 [8:30-4:30]

There will be no hunting, fireworks (swimming)

EMT - service + ambulance

**Extra Lodging**

Super 8 Motel in Gardner - 978-630-2888 ask for Marianne Strait

Normally \$78.88/night dbl we get 10% discount to \$70.88 + tax = \$77.88