

CAMP TRINITY RENTAL FORM

One-Day Use

Please complete this form at least 1 month before the event

Cost of camp/kitchen rental is \$175.00 per day

CONTACT INFORMATION

Today's Date: _____

Person in charge of event: _____ Phone: _____

Name/description of group or event: _____

TIME AND DATE OF EVENT

Time & Date of Arrival: _____ Circle one: Sun Mon Tue Wed Thu Fri Sat

Time & Date of Departure: _____ Circle one: Sun Mon Tue Wed Thu Fri Sat

SETUP

Do you need chairs and tables for the event? Yes No

Total # of people: _____

Do you need to come early to set up for the event? Yes No

Date: _____ Time: _____

Will anything be delivered to the camp for the event? Yes No

Date: _____ Time: _____ Description: _____

Do you need a sound system for the event? Yes No

Do you need the kitchen for food preparation? Yes No

You must purchase your own paper products (plates, cups, utensils, napkins, etc.).

You will be responsible for providing your own life guard.

No swimming in lake.

Boating in lake is allowed only with life jackets (limited supply available).

Fishing in lake is allowed.

Certificate of liability insurance must be received before first day of usage.

When your event is over, please empty the coffee filters and turn off the machine, pick up all trash and empty the cans into the dumpster, and wipe the tables. Please make sure all kitchen items are washed and put away, and make sure all heating elements have been turned off. Please turn off all lights.

For office use only

	Check if Yes	Initials	Date
Has Brother Dave approved the event?	<input type="checkbox"/>	_____	_____
Has the front office listed the event on the church calendar?	<input type="checkbox"/>	_____	_____
Has sufficient inventory been ordered/supplied?	<input type="checkbox"/>	_____	_____
Have arrangements been made to have the camp gates open?	<input type="checkbox"/>	_____	_____
Has payment been received?	<input type="checkbox"/>	_____	_____
Total charge: _____ Payment: _____ Balance due: _____			