

# CAMP TRINITY RENTAL FORM

Overnight Use

*Please complete this form at least 1 month before the event*

Cost of camp rental is \$6.00 per person per day (minimum \$240.00)

**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**

For dormitory/bed use, please specify the total number of each gender

**Total # of people:** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_

**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: _____			