

Day Camp Contract



Please read this contract and sign it to indicate that you understand and agree to its terms. Returning this signed contract and \$350 deposit will confirm your reservation. Dates will be awarded on a first come, first served basis. No deposit refunds can be made after May 1, 2018.

Lutherwood is offering Day Camp on the following dates in 2018:

June 24-29, 2018	July 22-27, 2018
July 1-6, 2018	July 29-August 3, 2018
July 8-13, 2018	August 5-10, 2018
July 15-20, 2018	

**Please wait for confirmation of your requested dates before advertising them to the public.

Our first choice for Day Camp dates is: _____

Our second choice for Day Camp dates is: _____

(If you first choice isn't available you will be contacted about your second choice dates prior to Lutherwood accepting this contract.)

Lutherwood is offering Day Camp packages that accommodate small to large numbers of campers. Each package includes appropriate staffing and materials. You will be charged for the package that is chosen. It is advised that you choose a package that you are confident about filling. It may be possible to switch to a larger package at a later date, based on staff availability, if your pre-registration indicates the need for more spaces. A limited number of additional campers above the contracted amount can be accepted at a rate of \$74.00 per child, this is at the discretion of the Lutherwood Program Director and Local Day Camp Coordinator.

We would like to reserve: (mark the appropriate line)

_____ Package #1 This is for up to 24 campers and 3 LW staff. \$1500 estimated total cost.

_____ Package #2 This is for up to 36 campers and 4-5 LW staff. \$2000 estimated total cost.

_____ Package #3 This is for up to 48 campers and 5-6 LW staff. \$2300 estimated total cost.

_____ Package #4 This is for up to 60 campers and 6-7 LW staff. \$2600 estimated total cost.

_____ Package #5 This is for up to 75 campers and 7+ LW staff. \$2900 estimated total cost.

_____ Package #6 This is for up to 90 campers and 7+ LW staff. \$3200 estimated total cost.

Congregation Name _____

Physical Address _____

Mailing Address _____

City _____ State _____ Zip _____

Church Phone _____ Church Fax _____

Contact Person _____

Contact Phone _____ E-Mail _____

Lutherwood Provides:

- The expertise of the Day Camp Lead and Day Camp counselors team. The number of staff is determined by this contract.
- This Day Camp Team will assume responsibility for programming during the week, including materials.
- Transportation costs for the travel team.

The congregation provides:

- A location site for the Day Camp to take place. The site should be safe, clean, offer appropriate temperature control methods, be of suitable size, have adequate restrooms, and running water.
- Housing and meals for the Lutherwood Day Camp Team; this includes lunches during the week.
- Transportation for all the Day Camp youth to and from field trips, if any, during the week.
- The necessary personnel or volunteers for the following positions: Day Camp Church Coordinator, junior counselors, and other volunteer support as requested in advance by the Lutherwood staff.
- Snacks for the youth, staff, and volunteers.

The congregation further agrees:

- To host a week of Lutherwood Day Camp and to work with the Lutherwood Day Camp Team to provide a quality event for the youth of your congregation and community.
- The total cost is based on the package chosen plus any additional charges that might be incurred during the Day Camp. Congregations will receive an invoice for the remaining balance, after the \$350 deposit (if applicable), after the completion of their Day Camp.

I have read and agree to the above terms and sign on behalf of the congregation:

Signed

Date

Position

LW OFFICE USE ONLY Contract Received

Deposit Received: _____ \$ _____ check or credit card # _____

Balance Received: _____ \$ _____ check or credit card # _____