



TERMS AND CONDITIONS

Reservation Contract

In an effort to be good stewards of the facility and to ensure equity and fairness to all Camp Washington guests, the following conditions apply to the contract between you and/or your organization and Camp Washington, Inc.

Deposit/Confirmation

The Agreement must be signed by an authorized agent of your organization and returned with the deposit upon receipt. After thirty (30) days, your reservation will not be held. **All deposits are non-refundable.**

Attendance/Final Count

Your Final Count is due in our office TEN (10) days prior to the beginning of your event and you will be billed based on that count. If space is available, increases will be allowed. If we do not hear from you TEN (10) days prior to your event, we will use the original contracted numbers as the guaranteed numbers.

Invoice/Payment

All invoicing is based on Final Count (or actual attendance, if greater). No credits are given for attendees who arrive late, leave early, or are not present for all meals. Final payment should be made by single check at the time of your event.

Cancellation of Event

All cancellation of events 6 months or more in advance of the scheduled arrival date will incur only the loss of the deposit.

Cancellations of your event less than ninety (90) days prior to the scheduled date will incur a charge equal to 80% of the total value of the reservation.

Camp Washington reserves the right to cancel an event due to extreme weather conditions. All monies deposited at the time of cancellation will be available to be used to re-book an alternative date subject to availability within a 12 month period. If re-booking does not occur, deposit monies will be returned.

Alcohol/Smoking/Drugs/Weapons

We do not serve or sell any alcoholic beverages. Wine or beer (for adult, 21+ use only) may be brought to Camp Washington for a planned event in your meeting room. It is not to be consumed in the dining room, outdoors or in your guest room/cabin. We require that non-alcoholic beverages also be provided, and that moderation and good judgment be used in the consumption of alcohol.

Camp Washington is a smoke free facility and campus, and smoking is not allowed anywhere on camp property. Should smoking occur in any building, a cleaning cost of \$500.00 will be billed to the user group.

Illegal drugs are prohibited. Weapons, including firearms, are not allowed on Camp Washington property. Camp Washington is a gun free zone.

These guidelines are established for your safety. Any abuse of these guidelines will jeopardize future use.

Liability/Damage

Organizations assume property liability for any damage to Camp Washington beyond normal wear caused by the participants. Group leaders are encouraged to check on the condition of rooms as participants depart, so that there are no unexpected costs of cleaning, repair or replacement.

Supervision

To minimize risk of personal injury or property damage, organizations must provide adequate supervision for its members at all times.

All Episcopal Church in Connecticut (ECCT) sponsored events, and all ECCT parishes, worshiping communities, ministry networks, or other ECCT groups must adhere to all current Safe Church Policy.

It is strongly encouraged and recommended that any other groups follow Safe Church Policy and guidelines to protect youth and adults. These guidelines are available at:

<https://www.episcopalct.org/filerepository/DownloadFile.aspx?FileID=1785>

Emergency Care Personnel

Camp Washington does not provide Emergency Care Personnel on site for user groups. We recommend that all user groups bring with them an adult trained in age appropriate First Aid/CPR/AED with certifications from a nationally-recognized provider. In the event of a medical emergency we recommend dialing 911 to utilize Morris Volunteer Ambulance which is located 10 minutes from camp. Transports will be made to Charlotte Hungerford Hospital in Torrington, CT.

First Aid kits are available in all Cabins and at the Front Desk in the Main Building. An AED is available and located in the Front Office hallway of the Main Building.

I have read and understand these guidelines listed above and agree to comply with them.

Group Name

Group Representative

Date