



400 Holiday Trails Lane ♦ Charlottesville, VA 22903  
 (434) 977-3781 ♦ (434) 977-8814  
 rentals@campholidaytrails.org ♦ www.campholidaytrails.org

**Office use:** GCal:  WebCal:  Binder:   
 Contract received date: \_\_\_\_\_  
 Deposit received & date: \$ \_\_\_\_\_  
 Final invoice date: \_\_\_\_\_  
 Balance received & date: \$ \_\_\_\_\_

# RENTAL CONTRACT, 2018-2019

This is your Rental Contract Packet. **Please note the TO DOs! (sign page 7)**  
 Contact RENTALS at (434) 977-3781 or [rentals@campholidaytrails.org](mailto:rentals@campholidaytrails.org) with questions!

**Dates of Rental: From (day/time):** \_\_\_\_\_ **Until (day/time):** \_\_\_\_\_  
**Approximate size of rental group:** \_\_\_\_\_

**Camp Holiday Trails Contact:** \_\_\_\_\_ (referred to as CHT) **Date of Agreement:** \_\_\_\_\_

**Rental Group Name:** \_\_\_\_\_ **Rental Group Contact:** \_\_\_\_\_  
 (note: we really need ONE contact for your event ... to keep costs down we do not provide full event planning and so caterer, minister, mom-in-law, facilitator, yoga instructor ... all need to go through the ONE contact you provide.)

**If WEDDING, last names of bride/groom, bride/bride, groom/groom:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_ (note: Camp WiFi is very limited and not suitable for streaming; we strongly recommend using a flash drive for presentation materials.)

**Group Address (city, ST, zip):** \_\_\_\_\_

**Contact Cell #:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Liability Insurance Policy #**

\_\_\_\_\_

**How did you hear about Camp Holiday Trails?** \_\_\_\_\_

**IMPORTANT: Please see the ABC guidelines re: alcohol** (note Camp is a year-round permitted restaurant facility) <https://www.abc.virginia.gov/ebanquet/public/welcome.do>

1) Do you intend to have alcohol during your event/rental: \_\_\_\_ Yes \_\_\_\_ No

2) How will you ensure 21+ only for alcohol consumption? \_\_\_\_\_

3) How will you ensure Camp property is protected? \_\_\_\_\_

**I have read and understand the above Rental Contract. As Representative for my Organization/Group, I will ensure that my group follows all guidelines. (NOTE: by signing you indicate you have reviewed the ENTIRE following contract. Please do so ... what if you miss the part where we ask for an armadillo in an ugly sweater – important info. follows!)**



**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Signature of Representative for CHT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pictures of weddings, retreats, parties, rental  
camps  
and events held at Camp?**

- <https://chteventphotos.shutterfly.com>

**Note: Due to our own summer camp programs, we do NOT  
rent from June 1<sup>st</sup> through mid-August.**

## WEDDINGS (please check boxes)

	Fee
<b>Weekend Wedding Package:</b> Includes Pavilion, Dining Hall, Kitchen, both Med Staff Lodges/Cabins, 2 Cabins, and all fields and trails <i>(Friday 9 am – Sunday 3 pm)</i>	<input type="checkbox"/> 5,000
<b>Wedding ONE DAY Package:</b> Includes Camp Pavilion, Dining Hall and all fields and trails <i>(9 am – 11 pm each day)</i>	<input type="checkbox"/> 2,000
<b>ADD-ON: Add'l cabins</b> (2 of 5 total included). Two separate rooms on either side of a front porch. <b>Each cabin side sleeps up to 8 people in bunk beds (16 max per full cabin.)</b> AC, heat and a fully accessible bathroom. <i>Must provide own linens.</i>	<input type="checkbox"/> 50/cabin flat rate for weekend X ___ (# cabins) = _____
<b>ADD-ON: Blazer Cabin.</b> Sleeps 28 with large common room, 4 fully accessible bathrooms, AC/heat, and adjoins field with back deck and front porch. <i>Must provide own linens.</i>	<input type="checkbox"/> 175 X ___ (days) = _____
<b>ADD-ON: "Limo" golf cart</b> for use transporting guests (4-seater) – COMES W/CHT STAFF TO DRIVE IT (sorry, no other drivers.)	<input type="checkbox"/> 150 X ___ (days) = _____
<b>ADD-ON:</b> Forget trying to clean after a fun weekend at Camp. Just take your trash to the dumpster and leave the cleaning to us! (Does NOT include your décor removal ...)	<input type="checkbox"/> 600
<b>TOTAL</b> <i>(deposit is 25% of est. total = \$ _____)</i>	\$ _____

## RETREATS, RENTAL CAMPS, CONFERENCES, PARTIES & more ...

### DAY USE (please check boxes) – Pavilion, Dining Hall, field/trails/campfires, 9a-10p

	Peak Months (April – Oct) Fee per day	Non-Peak Months (Nov-Mar) Fee per day
<b>Mon – Thurs</b>	<input type="checkbox"/> 800 X ___ (days) = _____	<input type="checkbox"/> 500 X ___ (days) = _____
<b>Fri – Sun.</b>	<input type="checkbox"/> 1,000 X ___ (days) = _____	<input type="checkbox"/> 800 X ___ (days) = _____
<b>Add-on: Cabins.</b> 5 cabins each with 2 separate rooms on either side of a front porch w/own bathrooms. <b>Each cabin side sleeps up to 8 people in bunk beds (16 max per full cabin.)</b> AC & heat. <i>Must provide own linens.</i>	<input type="checkbox"/> 50/cabin # cabins ___ X ___ (nights) = _____	<input type="checkbox"/> 50/cabin # cabins ___ X ___ (nights) = _____

<b>Add-on: Kitchen.</b> Large commercial kitchen with refrigeration (including walk-in) gas stove & ovens, dishwasher and basic cooking and serving utensils.	<input type="text"/> 200 X <input type="text"/> (days) = _____	<input type="text"/> 200 X <input type="text"/> (days) = _____
<b>Add on: Dining Hall only for single event: \$500</b> →	<input type="text"/> 500	<input type="text"/> 500
<b>Add on: Campfire only for single event: \$150</b> →	<input type="text"/> 150	<input type="text"/> 150
<b>Add-on: The Lodges.</b> Two larger cabins connected by a beautiful deck. You may rent either the <b>left Lodge (sleeps 8 in bunks)</b> or the <b>right Lodge (sleeps 6-7)</b> or both. AC, heat, two fully accessible bathrooms, a great room and a kitchenette. <i>Must provide own linens. \$200 per lodge.</i>	<input type="text"/> 200 x <input type="text"/> # lodges X <input type="text"/> (days/nights) = _____	<input type="text"/> 200 x <input type="text"/> # lodges X <input type="text"/> (days/nights) = _____
<b>Add-on: Blazer Cabin.</b> Sleeps 28 with large common room, 4 fully accessible bathrooms, AC/heat, and adjoins field near Pavilion with back deck and front porch. <i>Must provide own linens.</i>	<input type="text"/> 175 X <input type="text"/> (days) = _____	<input type="text"/> 175 X <input type="text"/> (days) = _____
<b>Add-on: Meal Service</b>  <b>Our focus is on creating food using fresh ingredients-- local whenever possible-- and we can adapt to special diets and allergies. CHECK HERE and we will connect you with our Chef.</b> <input type="text"/>	<input type="text"/> TOTAL MEALS (from left) = _____	<input type="text"/> TOTAL MEALS (from left) = _____
<b>TOTAL MEALS - \$</b> _____		
<b>Add on: Additional Programming.</b> Please contact CHT staff to inquire about prices for challenge courses, team building programs, and all other programming requests. <ul style="list-style-type: none"> <li>○ <b>Birthday Parties</b></li> <li>○ <b>Zip Line - \$10/person for 2 hours, \$200 min.</b></li> <li>○ <b>High Ropes - \$25/person for 2 hours</b></li> <li>○ <b>Low Ropes - \$15 person/hour</b></li> <li>○ <b>Low &amp; High Ropes - \$30 person for 2 hours</b></li> </ul>	<input type="text"/>	<input type="text"/>

# TOTAL

Deposit is 25% of est. total: \$ \_\_\_\_\_



Sorry - my behavior is unpredictable around new people and places and I am not always careful inside buildings and a lot of the campers here have severe allergies ... so **NO DOGS ALLOWED** during rentals.

\$ \_\_\_\_\_  
10% discount for  
nonprofits,  
schools,  
churches: \$

\_\_\_\_\_  
(with discount)

\$ \_\_\_\_\_  
10% discount for  
nonprofits,  
schools,  
churches: \$

\_\_\_\_\_  
(with discount)

## REFUND GUIDELINES

- **To reserve your date at Camp 25% of the total expected charge is due with a signed rental contract.** This deposit will be forfeited if Camp is not left clean and safe.

# CONTRACT AGREEMENT

*Remember: CHT does have staff who live on-site year-round. Please be respectful of their space.*

## WHAT WE WILL DO TO BE READY:

1. **CLEAN SPACES:** CHT will insure that all facilities are in a clean state and in good working order to include toilets, sinks, and showers.
2. **STOCK SPACES:** CHT will provide supplies for each facility to include toilet tissue, paper towels and soap.
3. **PRE-RENTAL WALK-THROUGH:** CHT will review the facilities used and determine any property damage (other than as a result of normal wear and tear) and/or excessive cleaning required. This review will take place after checkout on the next available business day. A representative from the Organization/Group renting the facility may attend if desired.
4. **PROVIDE EMERGENCY PHONE:** The Organization/Group renting the facility will have access to a telephone inside the Kitchen Office. **Telephone is to be used for emergencies and local calls only.** Organization/Group must use phone cards/credit cards for any long distance calls.

## WHAT WE ASK THAT YOU DO:

1. **LEAVE CAMP CLEAN:** The Organization/Group renting the facility is responsible for **leaving the CHT facility in a clean state.**
2. **BE SAFE:** All current health and safety standards will be adhered to by the Organization/Group including by way of example but not limited to: lodging facilities, dining facility and food preparation area cleanliness, vehicle parking (leaving fire lanes open & passable), sanitation and garbage disposal.
  - a. The Organization/Group renting the facility agrees to **act in a reasonable and safe manner** while participating in any programs scheduled at CHT so as not to endanger the lives of any persons or their property and agrees to indemnify CHT for the Organization/Group's failure to act in such a reasonable manner.

- b. **CHT does not provide health or emergency care to the Organization/Group**, but will assist in obtaining appropriate services or supplies. It is recommended that the Organization/Group provide an adult with CPR and first aid certification from a nationally recognized organization, first aid supplies, and a vehicle for emergency transportation. Group leaders should have complete information for all participants including emergency contact names and numbers, listing of persons with allergies or health conditions, and signed permission to seek emergency treatment.
  - c. **Please have an EMERGENCY PLAN.** In case of emergency use the phone located inside the Kitchen Office and dial 911 or the local rescue squad at 295-1191.
    - i. Tell them you are at Camp Holiday Trails on Reservoir Rd./Rt. 702 off Fontaine Ave. Extended. Camp is exactly 2 miles up Reservoir Rd, just past Ragged Mountain Natural Area. Upon arrival, each group will be given a list of emergency contacts and CHT staff.
  - d. **Be proactive and prevent accidents and emergencies.** Please immediately notify CHT staff in case of emergency or of intruders/suspicious persons on Camp property.
3. **PROTECT CAMP SPACES:** The Organization/Group renting the facility agrees to and does assume **full responsibility to any loss, damage, injury, destruction or defacement to, or of, the property and facilities**, and guarantees such replacement, reimbursement or repairs as may be necessary.
  4. **BE AWARE OF HAZARDS:** There may be **hazards associated with specific activities and activity sites** which include but are not limited to: variations in terrain, stumps, rocks, forest growth, debris, water, ropes course elements, swimming pool, horse fields, recreational areas and other obstacles and all manner of natural hazards. It is understood that as a result of these dangers and other hazards, there is a potential for property damage, injury or even fatal injury to any and all participants renting the facility. **THE ORGANIZATION/GROUP VOLUNTARILY DESIRES TO PARTICIPATE IN SUCH ACTIVITIES BEING FULLY AWARE OF THE DANGER AND VOLUNTARILY ASSUMES ALL RISK OF LOSS, DAMAGE OR INJURY.**
  5. **BE INFORMED:** The Organization/Group renting the facility **has received adequate information and satisfactory explanation** of any unfamiliar terms regarding the rules, regulations, and policies governing the operation of CHT and has been provided with the opportunity to ask questions to clarify any information which may be unfamiliar.
  6. **SHARE THIS INFORMATION:** The representative of the Organization/Group renting the facility will see to it that each member of the Organization/Group be **familiar with the terms of this Agreement** and the General Policies and Procedures.
  7. **SCREEN STAFF & VOLUNTEERS:** CHT strongly recommends that each Organization/Group **appropriately interviews and screens all individuals working with or having access to youth participants.** Please contact the Camp Office for criminal background screening contacts.

Group leaders of the Organization/Group are **responsible for the safety and supervision of all group activities.** For youth groups, we recommend the following supervisory ratios:

i.	<u>Camper Age</u>	<u># Adults</u>	<u>Overnight Campers</u>	<u>Day Campers</u>
ii.	4-5	2	5	6
iii.	6-8	2	6	8
iv.	9-14	2	8	10
v.	15-18	2	10	12

A minimum of 2 staff (one over age 18) required for all aquatic activities to provide additional lookout support.

Organization/Group may decide on certain activities/times of day when ratios when greater or less staff needed.

We advise specific training to all staff and volunteers to minimize the potential for any staff/volunteer being in a one on one situation when out of sight of others.

8. The Organization/Group indemnifies and holds harmless CHT for any bodily injury, personal injury or property damage during the event and further WAIVES AND RELEASES any and all legal rights that may accrue to Organization/Group as a result of personal injury, property damage or other damage which may be suffered while participating in programs scheduled to take place at CHT. The Organization/Group agrees to provide a **Certificate of Insurance with a minimum of liability set at \$1,000,000** to cover the duration of their time at CHT.

WHAT WE ARE OK WITH	WHAT WE ARE <b>NOT</b> OK WITH
<p><b>ALCOHOL</b> - If serving <u>and charging a fee</u> for alcohol, Organizations/Groups must provide an <b>ABC license</b> to CHT <u>before</u> serving alcohol. CHT prohibits the consumption of alcoholic beverages while camper or other youth programs are in session. Questions: Contact Special Agent Eric Jones, Charlottesville ABC office, 434.977.2974, <a href="http://www.abc.state.va.us/enforce/banquet.htm">http://www.abc.state.va.us/enforce/banquet.htm</a></p>	<p><b>GLASS BOTTLES</b> – sorry, we tried but experience tells us we cannot count on 1) no broken glass and 2) if broken, glass not picked up ... we have KIDS in same spaces so safety for them is a priority. CANS please!</p>
<p><b>OUTDOOR COOKING</b> - A charcoal grill is located inside the Pavilion. Small campfire rings are located beside the Pavilion, at Waterfront and at TP Hill. <b>Be safe with your cookout.</b> No other fire pits besides the Pavilion, Waterfront and TP Hill pits are allowed. Please be sure to <u>completely extinguish your fire</u> before leaving and return any unused firewood to the woodpile. <b>Remove all food items. Please bring your own charcoal.</b></p>	<p><b>SMOKING</b> - CHT is a <b>smoke-free</b> facility. Smoking (including smokeless tobacco and e-cigs) is not allowed in any camp building or anywhere on campgrounds. <u>NOTE: Your entire deposit will be forfeited if there is any evidence of smoking (e.g. butts on the ground).</u></p>
<p><b>INDOOR COOKING</b> – <i>(if kitchen rented)</i> You have a responsibility to use our Kitchen safely and according to Department of Health guidelines. <u>Use of Kitchen must be outlined in the RENTAL CONTRACT.</u> Groups that use the kitchen facilities must adhere to the following sanitary guidelines:</p> <ul style="list-style-type: none"> <li>• Minimize time that potentially hazardous foods remain in the temperature danger zone of 40°F and 140°F.</li> <li>• Wash and sanitize dishes and utensils by using rinse water at least 180°F or an approved chemical sanitizer.</li> <li>• All dishes and utensils shall be air dried and stored from dust and contamination between uses.</li> <li>• Clean and sanitize food contact services after each use with a bleach solution or commercial sanitizer.</li> </ul>	<p><b>ILLEGAL DRUGS</b> - Usage, possession and being under the influence of illegal drugs while on camp property is strictly prohibited</p>

<p><b>CANDLES (sort of ...)</b> - Use candles in the Dining Hall or Pavilion with proper holders. Candles <b>may not be placed directly on the tables</b> and must be monitored and 100% of wax removed. Use of candles must be noted in the RENTAL CONTRACT. Please do not use candles in any other Camp building or without notifying Camp staff.</p>	<p><b>TRASH</b> - Renters must remove from the property all beverage containers. We strongly discourage drinking and driving. CHT strictly prohibits the use of illegal drugs – anyone using or bringing such illegal substances on CHT property will be asked to leave immediately with no refund or fees returned.</p>
<p><b>OUTDOOR FUN</b> - Enjoy Camp regardless of weather! <b>Please conserve energy.</b> Turn off the AC when you are not in the buildings and turn AC, heat and lights off when you leave. If you must leave the AC or heat on while you are not in the building(s), please make sure the windows &amp; door(s) are shut.</p> <ul style="list-style-type: none"> <li>• All participants should plan to <b>bring their own bed linens, blankets, sleeping bag, pillow and towels.</b> A flashlight is recommended for night travel, sunscreen and bug repellent are recommended seasonally.</li> <li>• Contact CHT in advance if you will bring a <b>fully-trained, certified service animal</b> to camp.</li> <li>• Be safe at Camp. <b>Group members may not bring weapons</b> including firearms, knives, hunting bows or fireworks. CHT assumes no responsibility for personal possessions of any group members.</li> </ul>	
<p><b>CAMP ACTIVITIES</b> - Enjoy our RECREATIONAL FACILITIES. Note that you will need to rent additional facilities if needed. <u>Any additional facilities must be outlined in the RENTAL CONTRACT.</u></p> <ul style="list-style-type: none"> <li>• <b>Waterfront (fishing, kayaking, canoeing)</b> – must have a certified lifeguard provided by the Renter. <b><u>Pool is open Memorial Day through Labor Day only.</u></b> (<u>Copies</u> of certification from nationally recognized certifying body provided to CHT prior to rental. CHT advises renter to have lifeguard demonstrate rescue skills.) No swimming is permitted in the pond. CHT advises that access to the pool &amp; waterfront area is restricted unless accompanied by a certified lifeguard. Pool &amp; Waterfront <u>features/hazards:</u> pool depth is 3-6 ft; no diving; waterfront beach: watch erosion; monitor use of floating docks; watch natural reed habitat for shallow waters. Emergency Eqpt – located in pool shed &amp; waterfront shed. Closest phone is in Dining Hall in Kitchen Office. Emergency CHT contact = your on-call staff person. If providing swimming lessons, CHT advises renter to provide a lifeguard out of the water continuously watching</li> </ul>	



over the activity while the instructor is in the water with participants and that the swim instructor has certification from a nationally-recognized certifying body or equivalent certification. When using canoes, in addition to providing a certified lifeguard, CHT advises renter to provide a canoe instructor with a current instructor rating from a nationally recognized certifying body and to require all participants wear PFDs. CHT also advises that all safety regulations be followed, and a designated checkout system be used.

- **Hiking trails are available nearby.** Note that the Ragged Mt. Natural Area adjoining Camp is managed by City of Charlottesville. Please follow their posted rules.

## THE LEGAL STUFF

1. As representative for the Organization/Group renting the facility, **I am at least 18 years old.** I have read the above Agreement and fully understand its contents. In consideration of allowing our Organization/Group to participate in programs provided at CHT, we agree to indemnify and hold harmless CHT, its agents, employees, officers, directors and assigns against any loss from any and all claims, demands or actions made by the Organization/Group or by anyone on behalf of the Organization/Group.
2. The Organization/Group further acknowledges that there are no warranties applicable to the equipment or facilities provided by CHT, whether expressed or implied. THERE IS NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE and we are accepting all equipment and facilities AS IS after having examined the same.
3. This Agreement shall be interpreted in accordance with the Laws of the Commonwealth of Virginia.
4. **I have received an estimate of the cost of rental** and understand that the final cost may be dependent on the
  - a. **Number of people attending the event/program** as given to the CHT representative BEFORE the scheduled arrival date (as applicable to your rental)

## RESERVATION/CANCELLATION POLICY

**DEPOSIT: A deposit of 25% and a signed Rental Contract are required to book CHT facilities.** This deposit will serve as security against damages or loss to equipment and facilities and must be received by the requested date noted on the Rental Contract. The Organization/Group renting the facility is responsible for leaving the CHT facility in a clean state.

*NOTE: Your deposit serves as security and will be forfeited if the CHT facilities are not left in the condition in which you found them (i.e. if trash is not taken out, tables & floors are dirty, etc.) NOTE: Your entire deposit will be forfeited if there is any evidence of smoking (e.g. butts on the ground). If additional cleaning is needed or damages are incurred, you will be charged an additional fee.*

Deposit will be returned/deducted from your balance within 30 days of departure after inspection of facility. If you choose to pay your balance in full before your rental date, know that your deposit will serve as security.

**CANCELLATIONS:** Due to the volume of rental requests, only cancellations received 90 days, or more, before the scheduled rental will receive a full deposit refund.

**Deposit will be forfeited if cancellation is received less than 90 days prior to the scheduled rental or when no cancellation notice is given.**

If cancellation occurs for reasons beyond control of the group or Camp Holiday Trails (i.e., inclement weather or all manners of natural hazards) refund or re-scheduling will be negotiated. All fees paid are transferable and may be applied to any other available rental opening up to one year after the cancellation date.

## RENTAL CHECKLIST

- CONTRACT** - Return the signed Contract w/ deposit to Camp to book your date(s)
- INSURANCE** - Provide proof of **liability insurance coverage** (i.e. policy #) to Camp 60 days prior to your rental date(s)
  - Included in most Homeowner's policies OR contact Markel Insurance at [www.Markelinsurance.com](http://www.Markelinsurance.com), search for "special event" or "wedding insurance", and the page for the special event will pop up. **Markel Customer Service 800-236-2453**. Application is completed over the phone for a quote.
  - Please name Camp Holiday Trails as an additional insured and provide a certificate of insurance to you as evidence of coverage. I recommend that you require a limit of liability of not less than \$1,000,000 Occurrence/\$2,000,000 Aggregate, or more if you already have a higher requirement.
  - If you have any problem, contact: Gene Hayes, CIC, Sr. VP, Bankers Insurance/Carter Bank & Trust, 800-437-3885
- ABC PERMIT** - Provide your ABC event license (if **charging** for alcohol) to Camp 60 days prior to your rental date(s)
- LIFEGUARDS** - Provide copies of lifeguard certifications (if applicable) to Camp 60 days prior to your rental date(s)
- RIGHTS & RESPONSIBILITIES** - Review Rights & Responsibilities (included in your Rental Agreement) with all of your participants
- DIRECTIONS** - Give directions to Camp to your participants. Note: GPS NOT reliable.  
(<http://www.campholidaytrails.org/about-us/directions/>)
- PARKING (IMPORTANT)** – Due to the need for emergency vehicle access, **parking is limited** to the number of cars in each lot as shown on your map. Overflow parking must use Camp Office lot and Stables area. Please assign a volunteer to help direct parking and enforce the max. # vehicles we allow in each area. Designate a few spaces close to your rented area for late arrivals.
- SMOKING** - Remember that we are a **NO Smoking Camp (includes smokeless tobacco and e-cigs)**. Failure to honor this is a default on your deposit.)

### **AFTER your event ...**

- CHECK-OUT** - Complete your Check-Out form and leave in the drop-box outside of the Camp Office door
- TRASH** - remember to put your trash in the dumpster...thank you for helping keep our buildings critter-free!
- CHAIRS/TABLES** – Stack and store as you found them. Clean up! We work hard to keep our fees low and do so in part by asking that rentals clean up after their event.

***You'll receive a final invoice from us to close out your rental.***

# Top 10 CHT RENTAL FAQs

**10. DEPOSIT? We require a deposit to book your date.** Your deposit serves as security and will be subtracted from your balance if facilities are left clean and in good condition. If additional cleaning is needed or damages are incurred, your deposit is forfeited and additional fees may apply. If you choose to pay your balance in full before your rental date, remember that 25% of the amount will serve as security.

**9. INSURANCE? We require proof of liability insurance** be provided to Camp 60 days or more prior to your rental. This certificate is included with most organization/agency policies and in most homeowner's policies. If you find it is not included in your policy, you may call our insurance broker, Gene Hayes, CIC, Sr. VP, Bankers Insurance/Carter Bank & Trust, 800-437-3885 to seek one-time event coverage.

**8. POOL? When renting our pool, you are required to have a currently certified lifeguard on duty. Pool is open Memorial Day through Labor Day only.** The ratio of lifeguard to swimmer is 1:25. You need to present a copy of your lifeguard's certifications to prior to your rental date.

**7. ALCOHOL? Alcohol is permitted at Camp** if you and the members of your group drinking are over 21 and supervised. An ABC permit is required ONLY IF you are asking your group **to pay for drinks**. If you are **not having a cash bar**, a permit is **not** required but the group contact is responsible for all participant behavior. Renters must remove from the property all beverage containers (caps, pull tabs, etc.) *We strongly discourage drinking and driving. CHT strictly prohibits the use of illegal drugs – anyone using or bringing such illegal substances on CHT property will be asked to leave immediately with no refund or fees returned. CHT prohibits the consumption of alcoholic beverages while camper or other youth programs are in session.* If needed, obtain a special event ABC permit at: <http://www.abc.state.va.us/enforce/banquet.htm> or call the Central Office's Enforcement Division in Richmond at (804) 213 - 4624.

**6. CLEANING? You are responsible for cleaning up after your event.** Your Group is responsible for leaving the CHT facility in a clean state. *NOTE: Your deposit serves as a security deposit and will be forfeited if the CHT facilities are not left in the state in which you found them.*

**5. ON-CALL STAFF? You will be assigned an on-call Camp staff member. You may contract w/us for a staff member to assist on-site.** If you have a question or emergency facility issues while you are at Camp, but it is after business hours, please contact the staff member who is listed in your Check-In packet. **General paper goods and cleaning supplies are in the back kitchen hallway.**

**4. ANIMALS? Fully-trained, certified service animals** are welcome at Camp. Thank you for understanding that our year-round program include Campers with special medical needs and allergies. To protect our buildings and provide safe spaces for our campers, **we ask that you & your guests leave your pets at home during your short stay.** **Note:** Camp does have several friendly dogs and cats that will be inside or on leash. **Note 2:** If your pet has a role in the wedding, please contact Camp.

**3. PHONE & WIFI? There is a phone for local calls** located in the kitchen office. If members of your group call the general Camp Office phone number after business hours, they will receive voicemail as the line does not ring in the kitchen office. **Please provide your group members with a cell phone number in case they need to reach you once you are here at Camp.**

Camp does have very limited WiFi in the Dining Hall and some parts of the upper camp. **It is not always consistent and should NOT be counted on for streaming.**

**2. SMOKING? CHT is a SMOKE-FREE Camp (including smoke-less tobacco and e-cigs/vaping), inside and outside,** due to health and safety concerns as we are a Camp for children with special medical needs, in the woods, with wooden buildings ... . Failure to comply is a default on your deposit OR an additional penalty.

**2a. DÉCOR? Use candles** in the Dining Hall or Pavilion with proper holders. Candles may not be placed directly on the tables and must be monitored. Use of candles must be noted in the RENTAL CONTRACT. Please do not use candles in

any other Camp building or without notifying Camp staff. **Use thumbtacks (NO NAILS)** or masking tape to hang decorations, lights, etc. ONLY if 100% will be removed at conclusion of your event. **No water balloons** (sorry, not always fully cleaned up ... we speak from experience.)

### And the #1 thing you need to know about renting Camp ...

**1. PARKING?** Camp has approximately 40 parking spaces in the upper part of camp. There are an additional 50 spots in our overflow parking areas. Parking limits are listed on your CHT Map and must be followed. Overflow parking can use Camp Office lot and Stables area. Please assign a volunteer to help direct parking and enforce the max. # vehicles we allow in each area. Designate a few spaces close to your rented area for late arrivals. **PLEASE DO NOT PARK ON THE GRASS.** Our fire code requires that the road through Camp remain open at all times.

**1a. HAVE FUN!**

## FACILITIES

### OUTDOOR FACILITIES

- **Pavilion/Field/Sport Court w/campfire ring**– Our covered Pavilion has a concrete floor and a front stage area with electrical outlets and overhead lighting. There are also benches, picnic tables, a charcoal grill and a campfire ring (with a fireside stage) for your use. Bathroom facilities are located behind Cabin 4. The field (on a hill) is between the Pavilion and the Sport Court – the bowl shape makes for a great kick-ball game! Our Sport Court can host many activities. **Pavilion measures 40' x 90'. (entrance areas are 11' high with posts each 14')**
  - **OUTLETS:** 4 outlets in each of the 4 corners. 20 amps each on a total of 2 breakers.
- **Waterfront** – Our waterfront area includes an amphitheater with seating and a lakeside campfire. In addition, there is one secured dock and two floating docks. Fishing areas plus canoes and kayaks available. *You must provide a certified lifeguard for a ratio of 1 guard:25 people*
- **Hill** – The hill heading up to our cabin area has apple trees, a crepe myrtle, and a quiet bench – and has been the site of many weddings.

### LODGING

- **Cabins (cabins 1 – 5)** – Five cabins that have two separate rooms on either side of a front porch. Each side sleeps up to eight people in bunk beds. Each room has air conditioning, heat and a fully accessible bathroom. ***Must provide own linens.***  
***Great for youth groups or larger groups – NO KITCHENS***
- **Blazer Cabin** – next to Pavilion and adjoins field, 28 bed cabin with 14 beds per side, 4 bathrooms and a common room, front porch and back deck. ***Must provide own linens.***  
***Great for youth groups or medium groups with meeting space – NO KITCHEN***
- **The Lodges** – The Lodges are situated next to our Director's Cabin (aka Cabin 11) and behind Cabin 1. You may rent either the Bunk Lodge or the Family Lodge or rent both lodges. Each side has central air/heat, two fully accessible bathrooms, a great room and a kitchenette. ***Must provide own linens.***  
***Great for small groups, meeting space, teacher/instructor housing, more - HAS KITCHEN***

## MEETING ROOMS

- **Dining Hall** – The Dining Hall houses our kitchen (rents separately) and dining room/large open space. The dining room capacity is 300 (but we only own 100 chairs!) and can be used as a meeting area, a dance floor, game room or a variety of other possibilities. There are two bathrooms, central air/heat. **Dining Hall measurements are in sketch below.**
  - **OUTLETS:** Min. 6 outlets throughout room. 15 amps each on a total of 2 breakers.
- **The Lodges** – in addition to bedrooms, the Lodges have large living rooms that can easily be used as meeting spaces for c. 20 people each.
- **Blazer Cabin** – in addition to bedrooms, the Blazer Cabin has a large common room with sofas, chairs and additional comfortable folding chairs for c. 25.

## KITCHEN

- **Kitchen** – The commercial size kitchen in the Dining Hall may be used for basic food storage and preparation. This includes use of refrigerators, walk-in fridge/freezer, ovens & stove (all gas), sinks, and dishwasher plus ice machine. Many local caterers are familiar with our spacious kitchen. Team-build to prepare meals or bring in staff and volunteers! Has central air/heat.
- **Lodge Kitchens** – the Lodges (left and right side) each have a small kitchen. Rental of Lodges includes these Kitchens.

# ADDITIONAL RESOURCES

CHT has a wonderful kitchen staff who, IF AVAILABLE, will work with you to prepare a menu with a per person fee...the vendors below are familiar with Camp - or use your own contacts!

## CATERING

- Albemarle Baking Company (cake)
- A Pimento Catering
- Baja Bean restaurant, Ron Morse:  
[bajabean@aol.com](mailto:bajabean@aol.com)
- Blue Ridge Cafe & Catering Company Krecek Kakes: <http://www.krecekakes.com/> (a camp family!)
- Carousel Kitchen, (540) 718-3622
- Chef Ted Catering
- Exchange Catering (the BBQ Exchange)  
<http://bbqexweddings.com/>
- Everyday Gourmet:  
<http://www.egourmetva.com/#everyday-gourmet-richmond>
- From Scratch Baking Company
- Have Food Will Travel  
<http://www.charlottesvillecatering.com/>
- Hotcakes
- Korner Restaurant, Philip: (434) 977-9535
- Market Street Wine Shop (wine)
- Pearl Island  
<http://www.pearlislandcatering.com/>
- Random Row Brewery (beer)
- Roadside Chive:  
<http://www.roadsidechive.com/>
- Sallie's Incredible Edibles, Sallie Massie: (434) 286-2777
- Shaffer's BBQ & Catering Service: (540) 459-3744 (day); (540)459-4618 (night)
- Sweethaus, <https://www.sweethaus.com/>
- The Catering Outfit,  
<http://www.cateringoutfit.com/>
- Three Notch'd Brewery (beer)
- Travinia Italian Kitchen (affordable!), Robin Martin-Lawson,  
[charlottesvillecatering@triviniakitchen.com](mailto:charlottesvillecatering@triviniakitchen.com)  
[www.traviniaitaliankitchen.com](http://www.traviniaitaliankitchen.com)
- Wonderment Bakeshop & Creamery (Stephanie got married here!),  
<http://www.cvillewonderment.com/>

## MUSIC

- DJ Ricky, Ricky Morris: (434) 964-7314; [Lttric@aol.com](mailto:Lttric@aol.com)
- Matthew O'Donnell (cover music / Irish drinking songs), <http://www.matthewodonnellmusic.com/>
- Rockfish Gap (bluegrass), <http://reverbnation.com/rockfishgap>

## FUN

- Bounce, Play, n Create (bounce house and popcorn machine)

## TRANSPORTATION *(from town, even within Camp!)*

- A and A Limousine, <http://www.aandalimo.com> (434) 975-5466
- VA Golf Cars, Harrisonburg, VA (rent golf carts!)
- JAUNT, <http://ridejaunt.org/>
- Univ Transit Services, <http://www.virginia.edu/parking/uts/>

## RENTALS & EVENT PLANNING

Your rental fees support an amazing camp program for children with special medical needs and autism! Learn more: visit our website: [www.campholidaytrails.org](http://www.campholidaytrails.org) & join our CHT e-news list.

Like us on Facebook



## PHOTOGRAPHY

- Jen Fariello, <http://www.jenfariello.com/>
- Tom Daly, <http://www.tomdalyphotography.com/>
- Will Walker, <http://www.williamwalkerphoto.com/>
- Jack Looney, <http://www.jacklooney.com/>
- Tiffany McKibbon, <http://oncelikeaspark.com/>
- Ezé Amos, <http://ezeamosphotography.com>

# BUILDING SPECIFICS

## PAVILION SIZE

- 90 feet long and 40 feet wide (ext. measurements – end to end)
- 12 picnic tables seat c. 8 each
- **OUTLETS:** 4 outlets in each of the 4 corners. 20 amps each on a total of 2 breakers.
- Main area is 75 feet long by 40 feet wide (3,000 square feet)
- Pavilion Stage is 13 feet deep and 19 feet wide (247 square feet)
- Tool shed (unusable space) of Pavilion is 8 feet x 12 feet if it were a rectangle (48 square feet)
- **In total c. 3,200 square feet of flexible space for tables, etc.**

**NOTE** – all furniture must remain inside each building. Tables and chairs can only be used in the building they are stored in and not moved to other areas of Camp.

**MAIN CAMPFIRE CIRCLE (near Pavilion)** Seats c. 120

**WATERFRONT AMPITHEATER & CAMPFIRE** Seats c. 90

## **DINING HALL – see below (note: please no DUCT TAPE on the floor)**

- Total tables – 24 rounds – 5’ diameter **NOTE: tables & chairs must remain in Dining Hall and cannot be used in other areas of Camp.**
  - 4 rectangles – 6’ X 2.5’
  - 2 buffets – 12’ X 4’
- Total chairs (old, multi-colored elementary school style)– 100
- Total dishware -100 people (utensils, plastic melamine plates in many colors, plastic tumblers)
  - **OUTLETS:** Min. 6 outlets throughout room. 15 amps each on a total of 2 breakers.

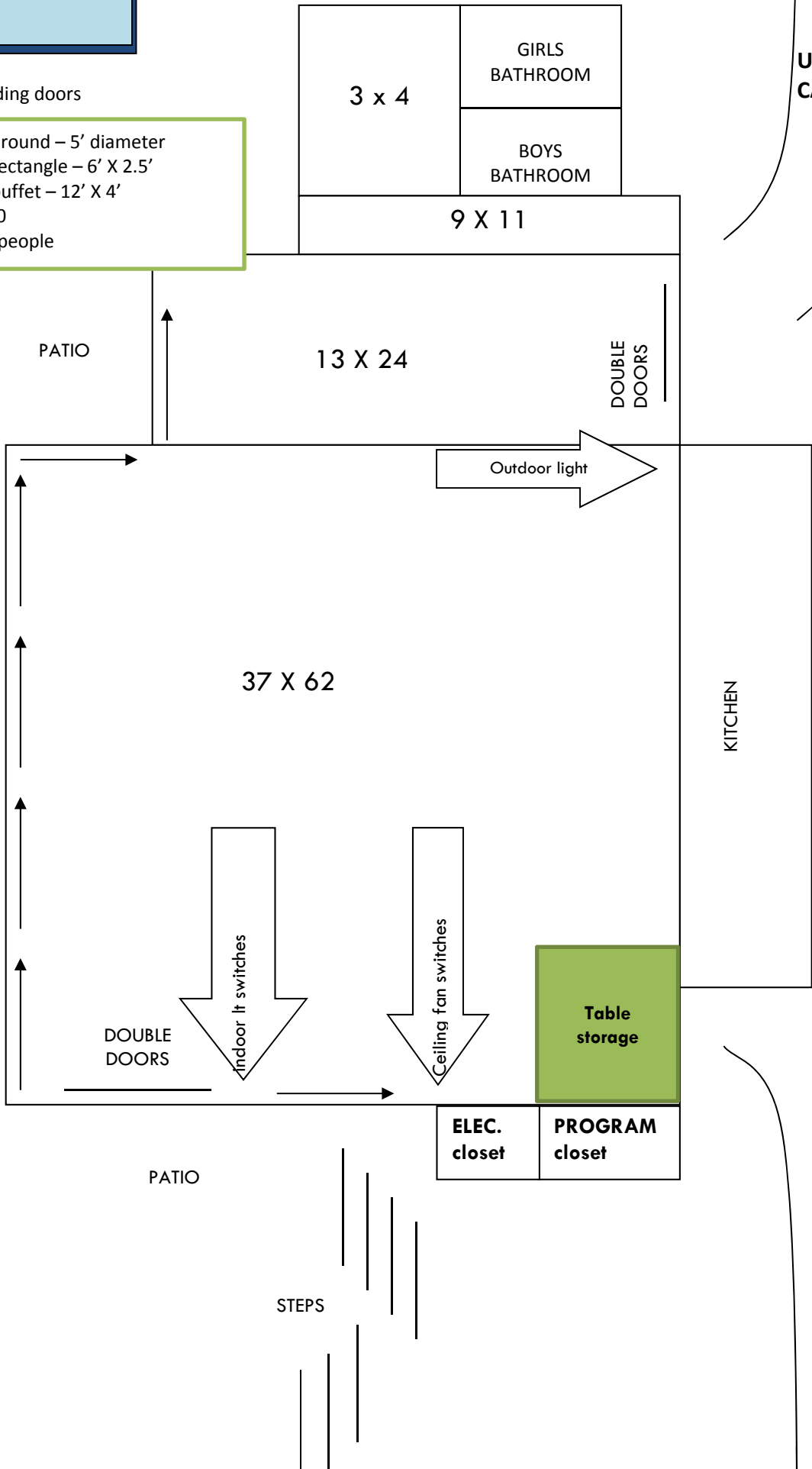
## **COMMON WEDDING CEREMONY SITES**

- **Front pasture – across bridge by large tree**
  - *TIP for using a generator to amplify in this space: place generator between sawhorses and use piece of plywood over top to angle noise*
- **Field near Pavilion – against hill by Sport Court, against fence line along back of field, and by tree & garden by the pool**
- **On back deck of Blazer Cabin**
- **In center of cabins**
- **Other very creative spaces!**
- **NOTE: the old barns past the Camp Office are not Camp property but are available for pictures.**

# DINING HALL SIZE & FLOOR PLAN

→ = sliding doors

- Total tables – 24 round – 5' diameter
- 4 rectangle – 6' X 2.5'
- 2 buffet – 12' X 4'
- Total chairs – 100
- Total dishware - 100 people



UPPER CAMP

PATIO

PATIO

13 X 24

DOUBLE DOORS

Outdoor light

37 X 62

KITCHEN

PARKING

DOUBLE DOORS

Indoor light switches

Ceiling fan switches

Table storage

PATIO

ELEC. closet

PROGRAM closet

STEPS

ROAD up to Din Hall





400 Holiday Trails Lane ♦ Charlottesville, VA 22903  
(434) 977-3781 ♦ (434) 977-8814  
rentals@campholidaytrails.org ♦ www.campholidaytrails.org

