

# Rental Contract

Duffield Camp and Retreat Center, Inc.

PO Box 55

Kenmore, NY 14217

716-440-9833 or 716-812-0574

[rental@campduffield.net](mailto:rental@campduffield.net)

[treasurer@campduffield.net](mailto:treasurer@campduffield.net)



The following apply to each group using the facilities of the Duffield Camp and Retreat Center, Inc.'s (referred to as "Camp Duffield" below) property. Please read carefully and return a signed copy with your deposit and insurance certificate.

- 1) Reservations are held for Ten (10) days on a verbal agreement. After that time a \$100 deposit and signed rental contract are required to confirm the booking and hold a spot on the Camp Duffield calendar. **Please make checks payable to: Duffield Camp and Retreat Center, Inc.**
- 2) The balance of the full deposit amount is due based on the schedule below and is due and payable within 45 days of the initial deposit.

Dollar (\$) Amount of the total estimated rental fee as determined by the rental manager in conjunction with the renter.	Full Deposit Amount
\$100 to \$500	\$100
\$500 to \$1,000	\$250
\$1000 to \$3,000	\$500
>\$3,000	25% of the rental fee
<b>Cancellations:</b> Written notification of cancelation received 75-days prior to the event: A \$50, processing fee is forfeited. The balance of any deposit to be refunded within 60 days of notification. Written notification of cancelation received <75 but >45 days prior to the event: A \$100, processing fee is forfeited. The balance of any deposit to be refunded within 60 days of notification. Made <45 days prior to the event: Entire deposit is forfeited unless specifically approved by the board.	

- 3) NO meals are provided by Camp Duffield.
- 4) Full payment for a rental is due seven days prior to rental dates. (Following the event if more or less attend than planned the renter shall notify the rental manager to make a final payment or discuss a refund.)
- 5) Damages to Camp Duffield property, other than normal wear and tear, caused by this rental will be billed to the rental group.
- 6) Camp Duffield is a 501-C3 Non Profit and is an all-volunteer organization. To minimize costs it is the responsibility of the renter to leave the camp facilities cleaned ready for the next user. Cleaning supplies are provide in each building to aid you in this and if you have any questions, please discuss with the rental manager.
- 7) It is the responsibility of the retreat leader to communicate to each participant:
  - a. Smoking is not permitted in ANY building.
  - b. Illegal drugs are not permitted on the grounds.
  - c. Firearms and fireworks are not permitted at camp.
  - d. Smoke detectors shall not be tampered with.
  - e. No pets allowed at camp except by written special permit. Additional fees apply.
  - f. Linens, pillows, and personal care items are not provided.
  - g. Bicycle riders must wear approved helmets on Camp Duffield property.
  - h. ATVs are not allowed on property without written approval.
  - i. If approved in writing, all ATV riders are required to wear an approved helmet.
  - j. Swimming or boating is not allowed without written permission from the Camp Duffield rental manager. (See below for more details)
  - k. Appliances, furniture, and mattresses shall not be moved without written permission of the rental manager and may result in additional fees depending on the request.
  - l. No person of the rental group shall tamper with the rain gage mounted near the lake.
- 8) Each group is expected to respect the Christian symbols and heritage of Camp Duffield and to behave in a manner that reflects the moral intent of Camp Duffield's mission statement. If you need help with this, the camp leadership is available as a resource.
- 9) When there is more than one group using the camp's resources, adjustments in schedules may have to be made. Leaders of each group shall work in harmony with each other; cooperation is required to equitably share the space available on Camp property.
- 10) Insurance:
  - 10.1 **Rental Groups from organizations** shall present to the rental manager prior to the date of rental proof of comprehensive or general liability insurance with at a minimum \$1,000,000 each occurrence

Bodily Injury / Property Damage / Products and \$2,000,000 general aggregate. Duffield Camp And Retreat Center, Inc. must be named as an additional insured or loss payee on the above policy.

**10.2 Other groups** will be required to sign documents to indemnify Duffield Camp and Retreat Center, Inc. from any liability for harm incurred to renters while on camp property.

11) Safety Plan must be read and acknowledged before arrival.

I understand the above requirements and guidelines and will communicate the same to my group members prior to their arrival. I acknowledge that a violation of the rules and guidelines may result in immediate removal of the rental group, or an individual of the group, from the camp but all rental fees will remain due in addition to any damages or unusual wear and tear caused by the group to the Camp Duffield facility. Camp Duffield will under no circumstances issue a refund to a rental group or its individual members that has been asked to leave.

**Check Buildings requesting to use:**

- Keeler       Janeway       Overton       Woodriff (Nurse Cabin)  
 Craft Cabin       Betty Brown       Outpost       SonShine Shack  
 Cabin 1       Cabin 2       Cabin 3       Cabin 4       Cabin 5       Cabin 6

<b>ALL CHART entries required for all renters</b> Number of Buildings checked above:			
	# Nights * #attending	Rate	Cost
<i>Accounting Column</i>			
Enter in Column A estimated total nights stayed. (# of people attending times # of nights each person will be housed. (Example 6 people staying over 2 nights= 12 in column A) <small>(* For youth programs, two 21 year old/er counselors are free for every 10 youth attending. Do not include these counselors in column A)</small>	A	B	C
		\$25	
Estimated number of people that will not stay overnight (Day Use Only):		\$10	\$
<b>TOTAL Estimated Cost of Rental</b> (Sum of above two lines) =			\$
<b>Agreed special negotiated rate.</b> Use this amount to calculate deposit. =			\$

Will the rental group be swimming or boating during this rental period?

- NO My initials here: \_\_\_\_\_ ✓ certify that NO person or persons from the rental group will swim or boat on Camp Duffield Property during this rental period. A violation here may result in the renter or rental group being removal from camp and a financial penalty of up to \$2000 charged to the rental group named below.  
 YES Your group must receive separate written approval to swim or boat at Camp Duffield. This requires a life guard with specific certifications for lake swimming. Only Lifeguards that can present proper certifications will be allowed. Camp Duffield can provide names of properly certified Lifeguards to be hired directly by your group.

**Group Name                      Address                      City                      State      Zip                      Phone**

**Group Leader Name      Address                      City                      State      Zip                      Phone**

**Email:** \_\_\_\_\_

**Rental Arrival:** \_\_\_\_\_ **Date**                      \_\_\_\_\_ **Time**                      **Departure:** \_\_\_\_\_ **Date**                      \_\_\_\_\_ **Time**

**Group Leader Signature** ✓ \_\_\_\_\_ **Date** \_\_\_\_\_

Estimated total Deposit (See Above): \$ \_\_\_\_\_ Deposit Amount submitted with this form: \$ \_\_\_\_\_

Return signed contact via email to : [rental@campduffield.net](mailto:rental@campduffield.net) and [treasurer@compduffield.net](mailto:treasurer@compduffield.net) or mailed to:

Duffield Camp and Retreat Center, Inc.  
P.O. Box 55  
Kenmore, NY 14217-0055

**Deposit mailed to PO Box or it can be paid via PayPal If you have a PayPal account** by using "Send money" to [treasurer@campduffield.net](mailto:treasurer@campduffield.net) . Be sure to indicate the rental dates in the papal "Add a note" field. CHECK THIS BOX  if Deposit paid by PayPal.

*Upon receipt of signed contract and Deposit, the rental manager will sign and return a copy via email to the Group Leaders email address to confirm the booking.*

**Rental Manager Approval and signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_