



Camp Wartburg
 5705 L.R.C. Road, Waterloo, IL 62298
 Phone (618) 939-7715 Fax (618) 939-6288
 Email : wartburg@htc.net • Web site: www.campwartburg.com
A ministry of Lutheran Child & Family Services of Illinois

Rental Contract

Negwer Center Areas Rented (circle) Dining Room Meeting Rooms: X1 X2 X3

Activity Type _____ Activity Date _____

Estimated Persons Attending _____ (Adults _____ Youth under 21 _____)

Arrival Time _____ Leaving Time _____

Meals: Camp Kitchen Service Catered Service- Maier's Meals n' More No Meal Service

Name of Applicant (or Organization) _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ Contact Email Address _____

Contact Person _____ Phone _____

Basic Rental Fees:

Food Service Fees _____

Room Rental Fee:

- Dining Room - \$300.00 per day..... _____
- Lower Level Meeting Rooms - \$50.00 per room per day..... _____

The Room Rental Fee will serve as your Deposit and complete your reservation.

Due to enhanced risks and insurance, a \$1.00/person fee will be charged for alcohol use. _____

Equipment Rental:

Sound System - \$50 Projector w/Screen - \$50 Screen only - \$15

TV/VCR/DVD Player - \$25 Other _____

Cleaning/Damage Fees..... _____

Other _____

Total balance due in full at the end of the event _____

Camp Wartburg reserves the right to change, adjust or delete any rules or regulations in this contract.
Camp Wartburg reserves the right to close down any event which poses a threat to the safety of participants
or the facility or violates any of the conditions as stated in the contract. Meeting rooms will be assigned as space permits.



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Terms and Conditions of Camp Wartburg Agreement

For your rental date to be saved, a Deposit Fee must accompany the application. If the event is cancelled within 30 calendar days before your event, the deposit is non-refundable. This fee may be used to cover expenses incurred due to unacceptable cleaning or damage. You will be billed for any damage not covered by this fee. If not required to compensate Camp Wartburg for cleaning/damage issues, the full deposit fee will be applied against your total bill. Applicants must be a minimum of 21 years of age to reserve this facility. Applications may be revoked if the intended facility use is misrepresented.

Please initial after reading _____

Your Responsibility

1. You are responsible for all accidents or injuries to any person(s) or damage to any property resulting from the use of Camp facilities.
 - a. Standing on chairs and tables or sitting on tables is not allowed.
 - b. If you decorate Negwer Center facilities:
 - i. No tape is to be used on the walls or ceiling except special removable tape which does not damage painted walls and fixtures. **ABSOLUTELY NO DUCT TAPE!**
 - ii. No glue, nails, tacks or staples are to be used on the furniture, walls, ceiling and doors.
 - iii. No rice, glitter or confetti of any kind may be thrown inside or outside the building.
 - iv. **ALL DECORATIONS** must be removed before leaving.
 - v. All candles must be used in an appropriate container to avoid damage/dripping wax.
2. You are responsible for the behavior of your guests. Your event must not detract from the Christian values of Camp Wartburg.
3. Alcohol use must be approved in advance by the Camp Manager or Executive Director. If approved:
 - a. It may not be sold.
 - b. You are responsible to serve it legally (to guests of legal drinking age).
 - c. You are responsible to stop serving those in danger of becoming intoxicated.
4. You are responsible for scheduling enough time to allow for set up, putting up and taking down decorations, food preparation and general clean up.
5. Maier's Meals n' More is the only caterer approved to serve at Camp Wartburg. User groups do not have access to Camp's kitchen. Special requests may be considered by the Camp Manager or Executive Director.
6. You are responsible for carefully removing all decorations, picking up after your event, and generally leaving the facility as you found it...both inside and out. Camp will clean floors/tables after the event.
7. Unless otherwise arranged, you will be responsible for setting up the tables and chairs according to your needs.
 - a. Care will be taken in the transporting and set up of all tables and chairs.
 - b. Care will be taken with table coverings, etc. so as not to stain the tables.
 - c. Tables and chairs may not be removed from the building, or from the level (ground or lower) where they are currently stored.
8. You are responsible to pay your bill within two weeks of receiving it.
9. Smoking is prohibited inside any Camp facility. Smoking is only permitted outside the front entrance, and cigarette butts must be put in receptacles.
10. Young children attending as guests inside or outside Camp facilities must be under the direct supervision/control of an adult 18 years of age or older.

Camp Wartburg's Responsibility

1. Facilities to be rented will be clean and available at the agreed upon time.
2. A Camp representative will be available during set up, clean up, and periodically during the event.

I have read and agree with the terms and conditions of the entire contract:

Signature of Group's representative _____

Signature of Camp Wartburg's representative _____