



Camp Pioneer
 P.O. Box 137
 Beverly, WV 26253
 Phone: (304) 636-3638
 Email:
 campioneer4h@gmail.com

Today's Date: _____

Date of Event: _____

**Day Use
 Facility Rental Agreement**

Name of Guest or Organization: _____

Contact Person: _____ Position: _____

Mailing Address: _____
Street City State Zip Code

Primary Phone: _____ Secondary Phone: _____

Email: _____ Preferred Method of Contact: Email Phone Mail

Type of Event: Wedding Reunion Meeting Agricultural Event Special: _____

Projected Attendance: _____ **Insurance:** Required Copy Included N/A

Facility (Daily Rate):

- | | | | |
|---|-------|--|-------|
| <input type="checkbox"/> Peg/Polly Pavilion | \$75 | <input type="checkbox"/> Assembly Hall (seats up to 200) | \$150 |
| <input type="checkbox"/> Laurel Pavilion (Pond) | \$50 | <input type="checkbox"/> Audio/Visual System | \$35 |
| <input type="checkbox"/> Shaver Pavilion (Council Circle) | \$50 | <input type="checkbox"/> Dining Hall (seats up to 200) | \$150 |
| <input type="checkbox"/> Vespers | \$50 | <input type="checkbox"/> With use of Kitchen | \$100 |
| <input type="checkbox"/> Agricultural Complex (seats up to 120) | \$150 | <input type="checkbox"/> Audio/Visual System | \$35 |
| <input type="checkbox"/> With use of Kitchen | \$100 | <input type="checkbox"/> Barn / Stalls / Outdoor Arena | \$100 |
| <input type="checkbox"/> Bathrooms Only | \$50 | <input type="checkbox"/> Dakan Arena | \$150 |
| | | <input type="checkbox"/> Audio System | \$35 |

Food Service: None Self-Provided Camp Pioneer Catering (minimum 20, see catering contract) Outside Commercial Catering

Setup Requests: _____

Rental Rules:

- Day Use rental includes access to the facility at 7 AM until 10 PM the day of rental, unless otherwise arranged.
- Kitchen rental includes use of cooking/serving utensils and appliances only. Excludes use of food items, dry goods, paper products and pantry items. Kitchen rentals require event insurance. See addendum #6.
- All kitchen staff must have a current Food Handler's Permit.
- A \$25 fee will be charged to all event vendors. 4H groups will be exempt from this charge.
- A \$2 per person fee will be charged when a commercial outside caterer is utilized.
- A discounted daily rate of \$35 is applied for access to set up after 6 PM the day before or clean up before 10 AM the day after the event.
- Events that include an entry fee, livestock, and competitions, operated for profit or include activities beyond a simple gathering must provide proof of event insurance.
- Events expecting attendance over 250 must provide parking attendants at the renter's cost.
- Additional cleaning fees at \$20 / hour may be applied for large events or failure of the renter to clean-up. The Camp Manager or designated staff member will approve acceptable clean-up.
- No smoking at any time in any building.
- Camp provides basic seasonal decorations. Event decor must be provided and set by the renter. Nails, tacks, heavy tape and staples prohibited. Use only non-damaging hanging supplies.
- Stalls in the barn must be cleaned and striped to the ground surface prior to leaving or a \$20 per stall cleaning fee will be assessed to the renter. Renter must provide all shavings. Used shavings may be disposed of in the designated area.
- Overnight camping (tent, car or camper) or lodging is available at an additional fee.
- 100% Pre-payment is required for amounts less than \$100. All others require \$100 deposit to secure rental for that Day. Make check payable to Randolph County Park & Recreation Board.
- Cancellations must be received 30 days prior to the event to avoid a 50% loss of the deposit. Cancellations must be submitted in writing to the Camp Manager.

Total Rental Fees: _____ **Check Number:** _____ **Received By:** _____

The Randolph County Park and Recreation Board, its employees or board members will not be liable for injury, or personal articles, lost, damaged or stolen.

Print Name of Renter

Signature of Renter

Date