

Camp Lakotah Special Events Policies & Guidelines

Event Minimum

Camp Lakotah Inc will require an event minimum. Minimum may apply to food, room rental, or lodging or all three depending on the scope of your event. Should your event not meet our minimum requirements, the difference will be added to your invoice.

Deposit & Payment Schedule

Camp Lakotah Inc is able to hold dates for 10 days before the rental agreement and deposit are due. A security deposit of \$500.00 is required when the rental agreement is signed. The deposit is not applied towards your account. It is held in security and any additional charges incurred from your event will be deducted from your deposit. You will receive the balance, or deposit in full if no charges were incurred, within 7 to 10 business days after the event in form of a check payment.

- A \$1000.00 non-refundable down payment is due at the time of signing.
- A non-refundable down payment totaling 75% of total estimate is due 60 days prior to event.
- Balance due payment on your guaranteed count is due 5 business days prior to event

| Payment Type | Amount | Due Date |
|---------------------------------|---------------------------|---------------------------------|
| Security Deposit | \$500.00 | Upon signing contract |
| Down Payment #1 | \$1000.00 | Upon signing contract |
| Down Payment #2 | 75% of total estimate due | 60 days prior to event |
| Balance Due on Guaranteed Count | Variable | 5 business days prior to event |
| Security Deposit Refund | Up to \$500.00 refund | 7 – 10 business days post event |

Cancellation Policy

If cancellation occurs more than 12 months in advance of event date, the \$500 deposit is retained
If cancellation occurs between 12 months and 60 days in advance of event date, the \$500 deposit and \$1000 down payment is retained.

If cancellation occurs less than 2 months in advance of event date, 100% of estimated revenue is due along with the cancellation notification.

| Cancellation Occurs | Forfeit | Forfeit Amount |
|-----------------------------|------------------------------------|----------------|
| More than 12 months prior | Security Deposit | \$500.00 |
| Between 12 months & 60 days | Security Deposit & Down Payment #1 | \$1500.00 |
| Less than 60 days | 100% of Estimated Revenue | Variable |

Final Guarantee

In order for us to properly prepare for your event, a final guest count or attendance guarantee is required no later than 12:00 p.m. 7 business days in advance of your event. This number is not subject to reductions.

We will prepare 3% over the final guest count to accommodate any last minute additions. If the final guest count increases beyond the 3% overset, the guests over and above will be charged at 1.25 times the contracted price.

Payment

We gladly accept cash or checks. Credit cards will incur an additional 5% of total due service fee

Sales Tax and Gratuity

All food and services are subject to 5.5% WI sales tax and 20% gratuity

Facility Rentals

Friendship Lodge, Hollister Lodge, Bersch Pavilion each incur a \$1000.00 rental fee for use. Rental of our front lawn for an outdoor tent in lieu of using a building also incurs a \$1000.00 facility use fee and tent rental is additional and the responsibility of the host. Use of two areas is \$1500.00 and three areas is \$2000.00 Rental begins at 10:00 a.m. the day of event and concludes at 12:00 midnight. Length of event is limited to 9 hours with 5 additional hours for set up and clean up. Facility must be vacated with all personal and rental items, decorations or entertainment removed by 12:00 midnight. Doors will be locked promptly at 12:00 midnight.

Extended Rental

Event length/formal group gathering is still limited to 9 hours but additional access allows for more time to set up/decorating and more relaxed clean up.

If available, additional access to the facility may be granted beginning at 12:00 noon the day prior to the event thru 10:00 a.m. the day following event for an additional fee.

A BY CHANCE extended rental is available for \$250.00 and will only be guaranteed by Camp Lakotah Inc 10 days prior to your event. Fee must be paid upon confirmation of availability.

A GUARANTEED extended rental based on availability on day of booking is available for \$1000.00 fee This additional \$1000.00 extended rental fee must be paid on signing.

Service and Fees

| Facility Fee For receptions | Max Guest Count | Length of Rental | Rental Fee | Food & Bev Minimum | Total Minimum |
|-----------------------------|-----------------|------------------|------------|--------------------|---------------|
| Friendship Lodge | 255 | 14 hours | \$1000.00 | \$2500.00 | \$3500.00 |
| Hollister Lodge | 150 | 14 hours | \$1000.00 | \$2500.00 | \$3500.00 |
| Bersch Pavilion | 125 - 200 | 14 hours | \$1000.00 | \$2500.00 | \$3500.00 |
| Front Lawn | 300 | 14 hours | \$1000.00 | \$2500.00 | \$3500.00 |
| Any 2 | | 14 hours | \$1500.00 | \$2500.00 | \$4000.00 |
| Any 3 | | 14 hours | \$2000.00 | \$2500.00 | \$4500.00 |
| Ceremonies | | | | | |
| Ceremony Site | 125-250 | 3 hours | \$200.00 | | \$200.00 |
| Rehearsal Dinners | | | | | |
| Fireplace Room | 40 | 4 - 6 hours | \$200.00 | \$600.00 | \$800.00 |
| Bersch Pavilion | 125 | 4 - 6 hours | \$200.00 | \$600.00 | \$800.00 |

*Prices subject to change

Food Service

Due to health regulations of WI Administrative Code and for the health and safety of our guests, no food may be brought onto the grounds, nor taken from the event by the renter or any of the attendees with the exception of wedding desserts which must be provided by a licensed facility. A \$120.00 dessert service charge will be added for all wedding desserts.

Pricing Policy

Camp Lakotah Inc will guarantee all food prices 60 days prior to your event. Any proposals, quotes or menus provided prior are intended to be estimates only. Special diet requests for allergies may be accommodated, but we must have notification with the final guarantee count. There may be extra charges added to your final bill for special diet requests.

Bar Service

Alcohol beverage service will be the financial responsibility of the renter and at no time may be sold. Beverage servers are required to be present and monitoring the bar area at all times. Beverage servers will be provided by Camp Lakotah Inc at a rate of \$20/hour per server. All supplies needed for beverage service will be the sole responsibility of the renter (host) and include but not limited to: cups, ice, condiments, napkins, dispensing equipment and products. There is a \$250 bar set up charge. A last call must be conducted 30 minutes prior to the conclusion of the event and all alcohol service suspended at that time. Failure to adhere will result in a \$250 late fee penalty deducted from your security deposit.

In the event that Camp Lakotah, Inc secures a liquor license prior to your event, it will become necessary for the supplies and products to be purchased from Camp Lakotah in lieu of provided by the host.

Ceremonies

\$200 fee includes site use for 3 hours on day of event and 1 hour rehearsal prior to event date. Bench seating is available at Chapel area only. All other ceremony locations require chair rental, set up and removal by renter within the allotted rental time frame. Benches may not be moved to any other location on Camp. Any decorations, rentals, or personal belongings must be completely removed within 2 hours following the conclusion of ceremony.

Ceremony Rehearsals

The ceremony site is available for a one hour rehearsal prior to your wedding day for no additional charge. All rehearsals are scheduled by Camp Lakotah, Inc based on availability of the site. Facility access and use is limited to the ceremony location only and cannot exceed one hour in length.

Rehearsal Dinners

Camp Lakotah is available for rehearsal dinner rentals in the Bersch Pavilion or Fireplace room of Friendship Lodge.

Decorations

Camp Lakotah Inc does not supply decorations other than window twinkle lights.

Candles are permitted as long as they are contained in a metal or glass container and the wick is at least 1" below the top of the container. No taper candles or candelabra's. There is a \$10 charge per tablecloth if wax is spilled.

The following is NOT allowed:

| | |
|--------------------------------------|---|
| Glitter | Nails |
| Confetti | Tacks |
| Metallic pieces of any kind | Tape |
| Silly string | Sparklers or Fireworks of any kind |
| Staples | Bubble Machines |
| Glue | Fog Machines |
| Nothing can be hung from chandeliers | Nothing can be removed from walls (CL artwork, photos, or displays) |

Any special requests or variations must have prior approval. Camp Lakotah Inc cannot be held responsible for lost, stolen, broken, or damaged items that are brought to our facility. Our staff has the full authority to deny the set- up or use of items at any time, regardless of intended use.

Entertainment

DJ's have access to the reception facility beginning at 10:00 a.m. the day of the event and must be packed and vacated no later than 12:00 midnight following the event. All event entertainment must be concluded at 11:00 p.m. Bubble machines, smoke or fog machines and confetti cannons are not allowed. Our staff has the authority to limit the volume at any event for the consideration of others.

Rentals/Outside Vendors

Access to the facility begins at 10:00 a.m. the day of the event. Any equipment rentals must be delivered after 10:00 a.m. the day of the event. All equipment must be removed from buildings by 12:00 midnight following event and removed from the premise no later than 10:00 a.m. the following day. It is the responsibility of the renter to make appropriate arrangements with vendors. Access to Camp Lakotah facility and grounds is by appointment ONLY if additional arrangements need to be made in advance.

Damage

Any damage to the premises caused by the renter, guest of the renter, service provider or performer is the responsibility of the renter. Repairs will be billed at \$150 per hour plus materials deducted from your security deposit refund.

Clean Up

The renter is responsible for cleaning up and removing all items brought into the facility between 11:00 p.m. and 12 midnight following the event unless arrangements and payment for an extended rental has been made in advance. These items include but are not limited to: cake, centerpieces, floral arrangements, gifts, clothing, additional decorations, bar supplies and equipment and outside rentals. Any items left behind past 10:00 a.m. the day following your event will be forfeited and become the property of Camp Lakotah, Inc. Removal or disposal of any items will be charged accordingly and deducted from the security deposit refund.

Safety & Security

Camp Lakotah Inc reserves the right to enforce a security presence during your event and to remove any persons causing nuisance, harm or damage. The renter agrees to conduct the event in an orderly manner and to comply with all applicable laws and regulations. The renter assumes full responsibility for the conduct of all persons in attendance, and for any damage done to any part of Camp Lakotah Inc.

Parking

Camp Lakotah Inc offers parking to all events guests but assumes no responsibility for the security of the vehicles. Our staff reserve the right to tow any cars left unattended past 10:00 a.m. the day following your event so the premise can be secured.

Campfires

A campfire can be arranged in advanced for a \$30 fee for event use during the reception or following the reception for any guests registered as overnight guests. Fee includes set up and initial lighting and sufficient firewood supply. Fire maintenance is the responsibility of the renter. Camp quiet hours (11:00 p.m. – 8:00 a.m.) MUST be adhered at all campfires which prohibits any amplified music or loud, raucous behavior or voices.

Smoking

Smoking is prohibited in all buildings and allowed only in designated areas.

Lodging

Lodging accommodations are based on availability. Hosts interested in providing lodging for their guests will be charged a \$200.00 lodging service fee. All guests interested in lodging must contact Camp Lakotah or visit our website to secure the reservation. Check in is at 4:00 p.m. or 1 hour prior to the beginning of the event whichever is earlier and must be vacated by 10:00 a.m. the following day. Bed linens and toiletries are the responsibility of the guest. Camp Lakotah quiet hours between 11:00 p.m. – 8:00 a.m. must be adhered. Lodging must be reserved and paid in full prior to occupancy.

Bridal Suite

Based on availability, Pineview Lodge is available to rent for wedding day preparations from 10:00 a.m. – 4:00 p.m. for a \$150.00 fee. All personal items must be removed from the lodge no later than 4:00 p.m. unless it has been reserved by the user for overnight lodging. Failure to vacate the building by 4:00 p.m. will incur an additional \$100.00 fee deducted from security deposit refund.