

Ham Lake Baptist Camp Association

15707 E. Ham Lake Drive NE, Ham Lake, Minnesota 55304

Thank you for choosing Ham Lake Baptist Camp as your venue for your upcoming event. We want our facility to meet your needs. In order to confirm your reservation we need to have the following information. Once this information and deposit fee (rental groups only) is returned to us you will receive an email from our caretaker confirming your reservation. Please call our caretaker with any questions.

NAME OF GROUP _____ NUMBER IN GROUP _____

NAME OF GROUP LEADER _____

CONTACT PHONE and EMAIL ADDRESS _____

DATES AND TIMES REQUESTED _____

SECOND CHOICE (if first request is not available) _____

PURPOSE _____

SPECIAL NEEDS OR EQUIPMENT _____

CHECK WHICH AREAS OF CAMP YOU PLAN TO USE ___ AFRAME (upstairs) ___ AFRAME
(downstairs-kitchen) ___ bunkroom ___ beach ___ watercraft ___ front yard (v.ball, soccer etc)
___ woods

INSURANCE DOCUMENTATION RECEIVED (listing HLBC as additional insured on your home, business, agency or church policy, **member churches exempt**, talk to caretaker if you have questions)

DEPOSIT RECEIVED (Rental groups only. \$100 check, cash or credit card<c,card by phone only>)

Cancellation policy (read carefully): If your group cancels within three weeks of your listed event you will forfeit your \$100 deposit. This applies May through October. If we find another group to use the camp during this time you will not be charged this cancellation fee. **Member churches:** if you cancel within three weeks of your event a \$100 fee will be added to your church's next quarterly dues. We do not want our camp to sit vacant during high demand months of May-October. Thank you for your understanding.

Basic Rules and Expectations

1. No alcohol or tobacco use
2. Leave camp as clean as you found it. Cleaning information can be found on wall near caretaker's apartment and kitchen area.
3. Be respectful of our neighbors and caretakers. No parking in front of neighbor's homes. Quiet hours 11PM -8 AM.
4. Suggested child/adult supervision ratio 6 to 1.
5. Take all food home with you.
6. Use of beach and water
 - a. provide your own lifeguard
 - b. use of all water craft requires life jackets and adult supervision
 - c. return all equipment to storage shed
7. Use of woods
 - a. a no motorized vehicles
 - b. no hunting or discharge of firearms without permission
 - c. fires in designated areas only
 - d. cut only dead or down trees
8. Miscellaneous
 - a. once medical emergencies are treated, please report them to the caretaker. They must complete an incident report.
 - b. **Emergency phone number 911 (non emerg; Anoka Co Sheriff) 763-323-5000**
 - c. Caretakers: Matt and Amy Davies
 - d. Camp info: Phone 612-709-3649; www.hamlakebaptistcamp.com
caretaker@hamlakebaptistcamp.com
Ham Lake Baptist Camp Board President: Gordie Dean 651-484-6810
9. Rental fees and payment will be sent in a separate email or worked out with our caretaker.

I have read the stated rules and expectations and by my typing my name on the following line agree to follow them to the best of my ability:

_____ date _____