

# Camp Wabanna Rental Policies

*The following will help you to successfully plan your retreat at Wabanna. It is the contract signers' responsibility to communicate these policies to their participants. By signing the contract, you are also signing your agreement with the following policies.*

## **FOOD & BEVERAGE:**

- ✘ Due to health code regulations, only pre-packaged, store bought snacks are allowed on the property. Home baked goods, or any items that need preparation or cooking are not permitted.
- ✘ Guests with severe allergy or medical conditions related to food, may contact the camp for assistance.
- ✘ Alcoholic beverages are not permitted on the property.
- ✘ A prayer is said by the Wabanna Host at the first meal of the retreat.
- ✘ Meals are served for 45 minutes and the Dining Hall closes one hour after meal service begins.

### ***Meal Times:***

Breakfast: 8:00 - 8:45am

Lunch: 12:30 - 1:15pm

Dinner: 5:30 - 6:15pm (except Friday's from 6:30 - 7:15pm)

## **ARRIVAL & DEPARTURE:**

### ***Check-In Times:***

- ✘ If your first meal is dinner: 3:00pm
- ✘ If your first meal is breakfast and you are spending the night: 7:00pm
- ✘ If your first meal is breakfast and you did not spend the previous night: 7:30am
- ✘ If your first meal is lunch: 9:00am

### ***Check-Out Times:***

- ✘ If your last meal is breakfast: 12:00pm
- ✘ If your last meal is lunch: 3:00pm
- ✘ If your last meal is dinner and you are spending the night: 10:00am
- ✘ If your last meal is dinner and you are NOT spending the night: 10:00pm

### ***Additional Hours:***

- ✘ Additional hours can be rented for \$75 an hour, if groups would like to arrive sooner or depart later than above listed times.

### ***Check In & Out Policies:***

- ✘ The group leader must first meet with their Wabanna Host prior to the guests arriving and entering their assigned spaces.
- ✘ If a group leader is unable to do this, please assign an alternate leader, and alert your Wabanna host as to who this will be.
- ✘ Before departing, guests are asked to remove all trash from their rooms and return everything to it's original location.
- ✘ Group leaders will be notified of any damages to Wabanna property & repair fees will be charged to the credit card on file.

## **WABANNA POINT OF CONTACT:**

- ✘ During your stay here, groups will have a "Wabanna Host" assigned to your group, who will be here to assist as needed.
- ✘ Before group members may check-in, or the group departs, the Host must be notified.
- ✘ Your Wabanna Host will provide you with a cell phone for emergencies; otherwise they will be available at each meal.
- ✘ Please do not distribute this cell phone number to anyone but the group leader to whom it is given, as a courtesy to the host.

## **ACCOMMODATIONS:**

### *Meeting Room Assignments:*

- ✘ Each group will be assigned one meeting space by the Retreat Center Director, based on the groups' size & preference.
- ✘ Additional meeting spaces may be available for rent, but cannot be guaranteed until one month prior to the event.

### *Overnight Rooming Assignments:*

- ✘ All groups will be assigned enough bed spaces within their lodging that accommodate their final guest count plus 10% to allow for rooming flexibility. Groups that utilize rooms beyond their assigned rooms will be subject to additional charges.
- ✘ Additional rooms above and beyond what the group size necessitates may be rented based on availability.

### *General :*

- ✘ Guests are responsible for providing their own bed linens, pillows and towels.
- ✘ The burning of candles, incense or smoking is not permitted inside any of the buildings.
- ✘ Furniture is not to be moved or rearranged during a groups' stay, unless first discussed & approved by their Wabanna host.

## **PROPERTY:**

- ✘ Property curfew is 12:00am; please be in your overnight accommodations by this time, unless otherwise approved.
- ✘ Quiet hours begin promptly at 11:00pm. No speakers of any type may be used after this time. Groups that want to continue meeting past this time must do so in their meeting space with their windows closed.
- ✘ The beach is a non-swimming beach; please ensure that guests do not enter the water for swimming purposes.
- ✘ Fireworks, tiki torches, and bonfires outside of the bonfire areas are not permitted on the property.
- ✘ Pets are not permitted on the property, with the exception of Assistance Animals with proper documentation.

## **CHAPERONES:**

- ✘ One chaperone per every ten youth (under 18) is required throughout the duration of your stay.
- ✘ For overnight groups, at least one chaperone must sleep on each floor that youth are staying in.
- ✘ Youth are not permitted inside any buildings or at the waterfront without the supervision of their chaperones.

## **FINAL GUEST COUNT:**

- ✘ Your final guest count is due one week prior to your arrival. Once submitted, it cannot be reduced but can be increased up to 10% more. More than 10% may be permitted only with approval from the Retreat Center Director.
- ✘ If a group fails to submit a final guest count by the above mentioned deadline, either the original contracted number or the actual on-site guest count will be billed for, whichever is higher.

## **FINAL PAYMENT:**

- ✘ Final payment is due to your Wabanna Host at any point during your groups' stay.
- ✘ Groups that fail to bring their payment incur a \$200 late fee if payment is not received within two weeks after the event.

## **ETHICAL STANDARDS:**

- ✘ Inappropriate violent or sexual interaction, language, apparel or material of any type is not permitted on camp property.
- ✘ If water activities are on the schedule, one piece bathing suits & modest swim trunks are required.



# Wabanna Recreation



## Recreation Policies

- ✘ Weekend recreation is available **Saturdays from 9:30 - 11:00am & 2:00 - 4:00pm.**
- ✘ Our staff can operate **up to** three different activities at a time based on each activities staffing requirements.
- ✘ Some activities are seasonal; please inquire.
- ✘ Recreational activities cannot be reserved until a group's contract and deposit have been submitted.
- ✘ All recreation is reserved on a first come, first serve basis and can be requested up until one week prior to a group's retreat.
- ✘ Please keep in mind that recreation slots are not guaranteed and therefore if they are important to your retreat, please call the Retreat Center Director to request a reservation as soon as possible, once your contract & deposit have been submitted.
- ✘ If we must cancel recreation due to inclement weather, a refund will be made. If an activity is staffed and no one from the group participates, the groups will still be billed for the activity as scheduled.

<u>Activity</u>	<u>Cost Per Hour</u>	<u>Description</u>
<b>Climbing Wall</b>	\$150	✘ Approximately 15 - 20 can climb per hour, based on age and skill level.
<b>Caterpillar Crawl</b>	\$150	✘ A climbing challenge for younger ones, kids climb a 40' tower while it sways & twists. ✘ Approximately 15 - 20 people can participate per hour.
<b>Giant Swing</b>	\$150	✘ The group pulls one person at a time to the top of a 50' pole where they release & swing. ✘ Approximately 12- 15 people can participate per hour.
<b>Leap of Faith</b>	\$150	✘ Individuals climb a telephone pole to a platform 40' up and leap out to catch a trapeze. ✘ Approximately 10 - 12 people can participate per hour.
<b>Flying Squirrel</b>	\$150	✘ Individuals are rapidly pulled 50' into the air by their teammates while twisting & spinning ✘ Approximately 15 - 20 people can participate per hour.
<b>Bay Bridge</b>	\$150	✘ Climb a rope ladder to a cargo net, & then cross a suspended bridge to finish ✘ Approximately 10 - 12 people can participate per hour.
<b>Low Elements Course</b>	\$150 (per hour/ per group)	✘ Groups work through a series of team challenges in our wooded course. ✘ Group size must be between 8 and 12 people; maximum of 3 groups at a time.
<b>Gym Games</b>	\$150	✘ Our rec staff leads a variety of team building and/ or crazy camp games for your group. ✘ Up to 80 people can participate at a time.
<b>Archery Tag</b>	\$200	✘ Think dodgeball but with bows & foam tipped arrows; there are multiple game options. ✘ Approximately 16 people can participate at a time & multiple rounds can be run per hour
<b>Kayaks</b>	\$175	✘ Approximately 16 people can boat at the same time. ✘ Beginners can practice in our protected lagoon, & skilled adults can venture out.
<b>Swimming Pool</b>	\$300	✘ The pool is open Memorial Day to Labor Day; exceptions can sometimes be made. ✘ The pool can accommodate up to 100 guests at a time.
<b>River Swimming</b>	\$175	✘ When the pool isn't available, our beachfront can be opened to groups for swimming. ✘ Staffed with Wabanna lifeguards, this area can accommodate approximately 50 guests.

<u>Activity</u>	<u>Cost Per Hour</u>	<u>Description</u>
<b>Bonfires</b>		<ul style="list-style-type: none"> <li>✘ All bonfires <b>must</b> be scheduled with us so that we are aware of any fires on property</li> <li>✘ A 90 minute maximum may apply if other groups are also having bonfires.</li> </ul>
<i>Option #1</i>	\$25	✘ Bonfire will be built & lit for your group to enjoy, with extra wood on hand.
<i>Option #2</i>	Free	<ul style="list-style-type: none"> <li>✘ Groups provide their own wood, &amp; can build and extinguish their own fire.</li> <li>✘ Groups may not use any form of gasoline or fire starter.</li> </ul>

### Additional Recreational Spaces Available

- ✘ The following recreation is available to all of our guests at no additional charge, unless a group wishes to reserve a space exclusively.
- ✘ For our spaces that do have an "Exclusive Use" rental option, those are available to reserve on a first come, first serve basis.
- ✘ Requests for exclusive rental options must be made at least one week prior to your event.

<b>Gym</b>	-	<ul style="list-style-type: none"> <li>✘ Our gym is open to any guests on the property unless otherwise posted.</li> <li>✘ The gym has a 3/4 basketball court with basketballs, floor hockey nets and sticks, assorted dodgeballs, footballs, and soccer balls.</li> <li>✘ The gym has also has bathrooms and a water bottle filling station.</li> </ul>
<i>Exclusive Gym Use</i>	\$100	<ul style="list-style-type: none"> <li>✘ Groups may reserve up to two hours of exclusive gym usage during their weekend.</li> <li>✘ This includes usage of the gyms sound system.</li> </ul>

<b>Pavilion</b>	-	<ul style="list-style-type: none"> <li>✘ Our Pavilion is open to all guests to be used informally unless otherwise posted.</li> <li>✘ The Pavilion has a stage, covered open floor space, and perimeter seating.</li> </ul>
<i>Exclusive Pavilion Use</i>	\$100	<ul style="list-style-type: none"> <li>✘ Groups may reserve up to two hours of exclusive pavilion usage per day.</li> <li>✘ This includes usage of the Pavilion sound system.</li> </ul>

<b>Sport Court</b>	-	<ul style="list-style-type: none"> <li>✘ The Sport Court is open to any guests on the property unless otherwise posted.</li> <li>✘ The Sport Court is a completely fenced in recreation space that has a regulation full size basketball court, tennis court, four square &amp; hop scotch.</li> </ul>
<i>Exclusive Sport Court</i>	\$100	<ul style="list-style-type: none"> <li>✘ Groups may reserve up to two hours of exclusive Sport Court usage.</li> <li>✘ For an additional \$50, the basketball court or tennis court can be transformed into a regulation volley ball court or floor hockey court.</li> </ul>

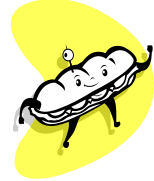
<b>Rec Hall</b>	-	<ul style="list-style-type: none"> <li>✘ The Rec Hall is open for any guests on the property, unless it has been assigned as a groups main meeting room, in which case it is only available to that group.</li> <li>✘ The Rec Hall has ping pong, air hockey, foos ball &amp; carpet ball, as well as open floor space.</li> </ul>
<i>Exclusive Rec Hall Use</i>	\$100	<ul style="list-style-type: none"> <li>✘ Groups may reserve up to two hours of exclusive pavilion usage per day.</li> <li>✘ This includes usage of the Rec Hall sound system.</li> </ul>

**In addition to those larger spaces, the camp property also has the following available to all retreat guests:**

- |                            |                      |                     |
|----------------------------|----------------------|---------------------|
| ✘ Soccer Field             | ✘ Tetherball         | ✘ Gaga Ball Court   |
| ✘ Playground               | ✘ Tree Swings        | ✘ Tennis Court      |
| ✘ Outdoor Volleyball Court | ✘ Corn Hole Boards   | ✘ 4 Way Volley Ball |
| ✘ Outdoor Basketball Court | ✘ Giant Checkerboard |                     |



# Wabanna Snack Services



## Snack Policies

- ✘ Groups can choose to order a large snack for their group. Snacks are available to be set up between 9:00am - 9:30pm.
- ✘ Snack orders can be made through the Retreat Center Director up until **one week prior** to your retreat.
- ✘ Snacks must be ordered for a minimum of 20 guests and beverage service is billed for whatever the total guest count is.
- ✘ The cost for snacks and drinks ordered will be included on the groups' final bill.

## Cost Per

### Snack Item

### Person

### Description

<b>S'mores</b>	\$2.50	✘ Enhance your bonfire experience by adding S'mores! Enough supplies for each guest to make 2 s'mores a piece, plus the roasting sticks and a jug of ice water.
<b>Milk &amp; Cookies</b>	\$3.00	✘ The comforting treat of freshly baked chocolate chip cookies & ice cold milk.
<b>Crudité Display</b>	\$3.50	✘ For a delicious and healthy option, enjoy this platter of baby carrots, broccoli & cucumber slices served with a ranch dip & hummus.
<b>Fresh Fruit Display</b>	\$4.00	✘ An assortment of three seasonal fresh fruits served with a sweet and creamy dip.
<b>Cheese &amp; Crackers</b>	\$4.00	✘ Enjoy three types of cheeses and a variety of crispy crackers.
<b>Spinach Artichoke Dip</b>	\$4.00	✘ Homemade baked spinach artichoke dip served with sliced baguettes & tortilla chips.
<b>Buffalo Chicken Dip</b>	\$4.00	✘ Spicy chicken & cheese is sure to please when served with tortilla chips and celery sticks.
<b>Triple Dipper</b>	\$4.50	✘ The perfect combination of three snacks with three dips: Baby carrots & hummus, potato chips & onion dip, and apple slices with a whipped caramel dip. Something for everyone!
<b>Gutter Sundae</b>	\$5.00	✘ Enjoy a giant, group ice cream sundae served in a 6 foot gutter! Chocolate & vanilla ice cream topped with assorted sundae toppings. Think the gutter is weird? No problem, we'll set up all the supplies for a build your own sundae bar!
<b>Chocolate Lovers Platter</b>	\$5.00	✘ A towering platter of chocolate brownies, chocolate cookies & assorted chocolate candies served with ice cold milk & Hershey's syrup for mixing up a glass of chocolate milk.
<b>Nacho Bar</b>	\$5.50	✘ Tortilla chips served with everything needed to build your perfect nachos: homemade queso, fresh pico de gallo, refried beans, jalapenos, salsa, sour cream and hot sauce.
<b>Chicken Fingers Platter</b>	\$5.50	✘ Serve up some delicious chicken fingers, both regular & buffalo style accompanied by dipping sauces and a side of french fries.

# SNACK SHOP!

Our Snack Shop is located in the Chesapeake Pavilion and can be open upon request for half-hour increments. The Snack Shop is cash or check only except for purchases of \$5 or more; then credit cards may be used. The Snack Shop sells assorted drinks and pre-packaged snacks, as well as tee shirts, hats, and other Camp Wabanna gear.

## Group Beverages

While coffee, water, and additional drinks are served with meals, some groups may chose to order beverages to have in between meals. Groups also may bring in store bought drinks, however they would need to bring their own cups, accoutraments and service -ware if doing so. All beverage orders are due one week prior to the start of the event. Please see our beverage options below:

### Beverages

### Cost

### Description

#### Hot Beverage Station

<i>20- 40 guests</i>	\$90.00
<i>41- 60 guests</i>	\$150.00
<i>61- 80 guests</i>	\$215.00
<i>81 - 100 guests</i>	\$270.00
<i>101 + guests</i>	\$315.00

✕ The price for a Hot Beverage Station is based on your final guest count. The price listed is for a **full day of drink service**, set and replenished throughout the day from 9:00am - 9:30pm. Please inquire about half day beverage service pricing. The Hot Beverage Station includes unlimited regular and decaffeinated coffees, assorted hot teas, assorted creamers, honey, sugar, cups, stir sticks, napkins and ice water.

#### Cold Beverage Station

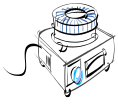
<i>20- 40 guests</i>	\$90.00
<i>41- 60 guests</i>	\$150.00
<i>61- 80 guests</i>	\$215.00
<i>81 - 100 guests</i>	\$270.00
<i>101 + guests</i>	\$315.00

✕ The price for a Cold Beverage Station is based on your final guest count. The price listed is for a **full day of drink service**, set and replenished throughout the day from 9:00am - 9:30pm. Please inquire about half day beverage service pricing. The Cold Beverage Station includes assorted cans of soda, sparkling water, and bottled water.

**Bottled Water**                      \$.75 each

✕ Groups can order bottled water, set on ice, to be available for the duration of your stay. Unconsumed bottles may be taken home with the group at at departure.

If there is a snack or beverage item you would like, but don't see on our menu, please don't hesitate to inquire!



# Wabanna Meeting Rooms & Supplies



## General Information:

Each group is given one meeting space at no additional charge. Additional meeting spaces may be available for rent, but are not guaranteed until one month prior to the event. Meeting spaces are assigned by the Retreat Center Director to groups based on the final guest count & group preference. Please see below to learn more about our meeting spaces & equipment.

## **The Chapel:**

**Location:** The Chapel is on the first floor of the Emmans Lodge.

**Booking:** To guarantee the Chapel as a group's meeting room, the group must bring or pay for a minimum of 40 guests.

**Description:** The Chapel is the largest meeting room and has beautiful water views. It can seat up to 200 guests theatre style.

**Amenities:** At no additional charge, the Chapel is equipped with padded folding chairs, a sound system, 2 wireless mics, 2 flat screens to play presentations, stage lighting, a podium, and a piano.

## **Dorm 1 & Dorm 3 Meeting Rooms:**

**Location:** Each Dorm has an attached meeting space with only exterior accessibility, making it usable for any group.

**Booking:** To guarantee a Dorm Meeting Room, groups must have the minimum of 20 guests.

**Description:** Dorm Meeting Rooms have vaulted ceilings & water views, and can seat up to 50 guests theatre style.

**Amenities:** At no additional charge, the Dorm Meeting Rooms are equipped with padded folding chairs, ten 5' folding tables, a podium and a white board.

## **The Rec Hall:**

**Location:** The Rec Hall is a separate building situated between the Gym and main parking lot.

**Booking:** To guarantee the Rec Hall, groups must have a minimum of 40 guests.

**Description:** the Rec Hall is half meeting space, half game room, and can seat up to 100 guests.

**Amenities:** At no additional charge, the Rec Hall is equipped with padded chairs, a sound system, 2 microphones, a podium, and a flat screen monitor with sound bar.

## **Additional Equipment:**

Groups are welcome to bring in their own audio/visual and musical equipment, as well as extra tables or chairs. Wabanna also has the following items available to rent. They are available on a first come, first serve basis.

<u>Item</u>	<u>Cost</u>	<u>Description</u>
8' Rectangular Tables	\$4.00	✕ White Lifetime plastic tables; seats 8 - 10. Linens not included.
Round Tables	\$4.00	✕ White Lifetime plastic tables; seats 6 - 8. Linens not included.
LCD Projector	\$50.00	✕ Guests will need to bring their own lap top to operate from.

## **Secondary Meeting Rooms**

Secondary meeting spaces are available to rent if not being used by another group as their primary meeting space. These spaces can only be rented one month prior to their retreat to ensure that every group has an adequately sized space for their event. If a group has property exclusivity, they may rent additional meeting rooms at any time during their planning.