



4-H CAMP TAPAWINGO

MISHICOT, WISCONSIN

A Place of Joy and Happiness since 1962

Phone: 920-755-2785
Email: 4hcamptapawingo@gmail.com
Website: Manitowoc.uwex.edu

Physical Address: 915 W. TaPaWingo Road
Mishicot, WI 54228
Mailing Address: P.O. Box 935
Manitowoc, WI 54221-0935

Reservation Form

- ★ To reserve your date(s) return this form with a deposit of \$100 per day that you will be using the camp. Please fill out one copy of this form for EACH camp reservation.
- ★ Your date will not be reserved until we receive your deposit.
- ★ PAYMENT IN FULL MUST BE RECEIVED PRIOR TO YOUR STAY
- ★ To cancel or make adjustments to your reservation, please call 920-755-2785.
- ★ All deposits are non-refundable if reservations are cancelled within 60 days of the reserved dates.

Contact Information:

Name of Group: _____

Person in Charge: _____ Title: _____

Address: _____
Street City State Zip

Phone: _____ Email: _____

Billing Address (if different from above): _____

Reservation Information: Dates subject to availability.

Dates Requested: _____ to _____ Expected Attendance: _____

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

Setup Date: _____ Time: _____ Clean Up Date: _____ Time: _____

(Please Note: There may be an additional charge if set up or clean up times are requested on dates other than the dates of the reservation.)

Security Deposit: \$100 per day of the reservation. **\$100 x _____ Days = \$ _____ Total Deposit**
Please send deposit with reservation form in order to complete your reservation.

If cleanup is neglected by a rental party, there will be a \$50 per hour charge for cleanup. Damage costs beyond the total of the deposit will be billed to and are the responsibility of the guest. Deposits will only be refunded to guests when inspection of the facility is complete and found in satisfactory condition by a staff member following the event. All deposits are non-refundable if reservations are cancelled within 60 days of the reserved date(s)

Staff Requirements:

_____ We will provide our own program staff

_____ We are requesting Camp Staff assistance. (Fees may be charged depending on availability of staff)

Please Explain Staff Assistance Request: _____

Facilities Requested:

_____ **Wedding Rental** **\$1,700 per event**
(Rensink Lodge, Kitchen and Area Surrounding Lodge)
Wedding Rentals Begin Friday at 3pm through Sunday at 11am. Maximum Capacity 125 People.

_____ **Wedding Rental** **\$ 1000 day**
(Rensink Lodge, Kitchen and Area Surrounding Lodge)
Day of event only. Rental begins on same day and ends at 11:30pm day of the event. Maximum 125

_____ **Rensink Lodge Day Usage: \$175 per day x _____ Days = _____ Total**
25 people or less Check In 8am - Check Out 8pm *Includes kitchen rental.*

\$4 per person charge for groups exceeding 25 people. _____ people X \$4.00= _____ Total

\$25 per hour after 8pm= _____ hr \$25.00 = _____ Total

_____ **Rensink Lodge, Dorms & Kitchen: \$325 per night x _____ Nights = _____ Total**

*Weekend-Friday & Saturday - Check In 2pm - Check Out 11am
Groups of 25 people or less.
\$13 per person charge for groups exceeding 25 people =#of People _____ X\$13.00 _____ Total*

_____ **Rensink Lodge, Dorms & Kitchen \$275 per night x _____ Nights = _____ Total**

*Weekdays- Sunday - Thursday - Check In 2pm - Check Out 11am
Groups of 25 people or less.
\$11 per person charge for groups exceeding 25 people=#of People _____ x\$11.00 _____ Total*

_____ **Rensink Kitchen Rental Only \$100 per day x _____ Days = _____ Total**

For Guests that wish to rent the kitchen only. Basic kitchen equipment available. Guests are responsible for cleanup of all dishes and kitchen area used during the rental. (7am-7pm)

_____ **Wagner Building \$135 per day x _____ Days = _____ Total**

*Buildings has smaller gathering spaces, bathrooms and small kitchen (no kitchen equipment provided.)
Check In 8am - Check Out 8pm Capacity of 30 people.*

_____ **Cabins: \$36 per cabin/night x _____ Cabins x _____ Nights = _____ Total**

*Cabins have electricity but are not heated and do not have bathrooms.
Cabins sleep dependent on size . Guests need to supply bedding. Not Suitable for winter usage.*

_____ **Nature Center \$50 per day x _____ Days = _____ Total**

Gathering space for great for educational programs and hands on activities. Building is heated and has tables and benches. Activities such as lasso golf, kickballs, frisbees, and sleds are available.

_____ **Exclusive Use Fee: \$100 per day x _____ Days = _____ Total**

For guests renting a specific area of camp that do not want other visitors on the premises during their event.

IMPORTANT GUIDELINES

All rules and regulations required by the state will be followed by rental groups in regards to Food and Beverage Service and Sleeping Areas.

Please review the documents on the below links, if your function is a group organization with youth staying overnight.

<https://datcp.wi.gov/Documents/InfoForOrganizedUserGroupsRecEdCamps.pdf>

http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78/21

All groups must supply camp with medical forms and first aid tracking after the camp is completed as per state regulations for overnight stays.

Cabin	Dimension	Square Feet	Capacity
2	23.5 X 11 X 7.5	1938	4 adults (staff) Currently not available
6	15.25 X 11.25 X 7.5	1287	3 adults or 6 under 12 years
7	15.25 X 11.25 X 7.5	1287	3 adults or 6 under 12 years
8	15.25 X 11.25 X 7.5	1287	3 adults or 6 under 12 years
9	15.25 X 11.25 X 7.5	1287	3 adults or 6 under 12 years
10	16.5 X 9 X 7.5	1114	2 Adults (staff)
11	19.25 X 11.33 X 7.5	1645	4 Adults or 8 under 12 years
12	19.25 X 11.33 X 7.5	1645	4 Adults or 8 under 12 years
13	19.25 X 11.33 X 7.5	1645	4 Adults or 8 under 12 years
14	19.33 X 11.33 X 7.5	1645	4 Adults or 8 under 12 years
15	19.33 X 11.33 X 7.5	1645	4 Adults or 8 under 12 years
16	19.33 X 11.33 X 7.5	1645	4 Adults or 8 under 12 years

Main Lodge- Follow the Guidelines- Do not move beds

Shall not exceed 24 beds for those over 12 years of age. (Each person over 12 needs 400 cubic feet)

Shall not exceed 36 beds for those under 12 years of age (Each person under 12 needs 200 cubic feet)

Rensink Lodge Rental

Special Arrangements or Requests: _____

Additional Equipment:

_____ TV/DVD (No Cable/Satellite) _____ Archery Equipment (\$20 rental and \$10/ hr certified staff supervision)

_____ Blackboard/Dry Erase _____ Snow Shoes (\$75 refundable deposit and \$25 rental per group of 10)

_____ First Aid Room _____ Sleds

_____ Other _____

Group Representative Signature

Date

Camp Representative Signature

Date

Please include your reservation deposit with this form. We accept check or credit card payment.

Make checks payable to: 4-H Camp TaPaWingo

OR

Credit Card Information: _____

Card Number

Card Type

Name on Card

Exp Date

CVV Code

Billing Address

City

State

Zipcode

Please mail deposit and registration form to:

4-H Camp TaPaWingo
PO Box 935
Manitowoc, WI 54221-0935

OFFICE USE ONLY

Deposit

Date _____

Amount \$ _____

Check # _____

Notes:

Final Payment

Date _____

Amount \$ _____

Check # _____

Notes:

Camp TaPaWingo Reservation Terms & Conditions

Please read, sign and submit with your completed reservation form

Group Name: _____

Reservation Date: _____

All facilities at Camp TaPaWingo are subject to availability. Camp TaPaWingo retains the right to refuse the use of its facilities for activities or events incompatible with the 4-H Camp's Mission Statement.

Conduct or activities by any member, guest, or vendor of any party that endangers the facilities or visitors will result in the event being immediately cancelled and forfeiture of all deposits, rental, and event fees and charges.

The 4-H Leaders Association of Manitowoc County and Extension, Manitowoc County hereby grants the above-named individual or party permission to use the facilities of Camp TaPaWingo as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement. The parties hereto agree that the relationship of 4-H Camp TaPaWingo and the above named parties and/or individual, is not that of a landlord and tenant, and as such, the landlord/tenant law of the State of Wisconsin shall be inapplicable and not binding upon either party.

1. PURPOSE & CAPACITY LIMITATIONS. The Licensee may use the premises requested hereunder for the purpose listed and none other. No admission fee, donation, contribution, or other charge shall be collected or be permitted to be collected by the Licensee for any reason, unless prior approval has been secured. The Licensee hereby agrees that the number of persons on the premises during the usage period shall not exceed the stated and posted facility capacity.

2. BOOKING PERIODS, FEES, & TIMES. Facility and equipment rental bookings must be made at least seven (7) days in advance and no earlier than one (1) year in advance with exceptions. Facility and equipment fees are subject to change at any time. Check in and check out times are listed on the reservation forms for all facilities. These times cannot be altered unless prior approval and arrangements have been made with a camp representative. Early admittance onto the premises or late departure is prohibited without prior approval from a camp representative and is subject to an additional fees.

3. SECURITY DEPOSIT. A security deposit will be collected in order to secure any reservation. Payment in full is due prior to the day of the event for all events unless mutually agreed upon. After all facilities have been satisfactorily inspected for cleanliness and damages, security deposits will be refunded. Deposits paid by credit card will be refunded back onto the credit card, whenever possible. Security deposits paid by cash or check will be refunded by check within 30 days after the facility or equipment rental.

4. DECORATIONS & CLEAN-UP: The Licensee shall not alter, in any way, the interior or exterior of any facility without written approval of the Camp Manager or his/her designee. If additional time is needed to decorate the facility approval must be secured and additional charges may apply. THE USE OF STAPLES, NAILS, TACKS, GLUE AND OTHER DAMAGING ITEMS TO SECURE DECORATIONS IS PROHIBITED. Lights in the lodge may not be changed in the wagon wheels. Tables and chairs must be put back in their original storage or set-up positions. It shall be the responsibility of the licensee and all associated parties and individuals to keep the premises, including but not limited to counters, floors, tables, and equipment/appliances, clean and free of debris and restore them to their pre-booking condition. Trash must be picked up, tied in bags, and deposited in the appropriate containers inside or near the facility. Doors and windows must be securely closed and locked at the completion of the booking. Stove (pilots will stay lit) and water faucets must be turned off. The Licensee shall forfeit the security deposit and may be charged additional amounts for damages or extra staff time required to clean and restore the facilities. This amount will be determined on a cost recovery basis. Snow shoveling is the responsibility of the licensee if snow arrives during the contract period. A shovel is provided in the main lodge.

5. ACCESS CODE FOR KEY PAD. All facilities are enabled with a keyless entry pad to gain entry to the facility. A camp representative will contact you at least one (1) day prior to the arrival date of your party with the access code for the building keyless entry pad.

6. PERMIT/LICENSES. It shall be the responsibility of the Licensee to obtain all necessary permits or licenses required for the activity and to abide by all federal, state, and local laws, ordinances, and resolutions. These may include but are not limited to food preparation, alcohol or seller's permits. Camp TaPaWingo's kitchen is fully licensed. Carry-ins, catering services, or purchases from a licensed food vendor are all allowed.

7. ADDITIONAL EQUIPMENT. All additional equipment at Camp TaPaWingo is subject to availability.

Said use of any equipment is at the risk of the Licensee and all associated parties and individuals. 4-H Camp TaPaWingo will utilize its best efforts to accommodate any requests for the rental of additional or other requested equipment; however, it shall be under no obligation to provide any requested additional or other requested equipment. All requests for additional or other equipment made herein are subject to availability and shall be communicated at least ten (10) days in advance. Any individual or party renting the equipment shall be liable for all damages to said equipment, with the exception of ordinary wear and tear.

8. RULES AND REGULATIONS. The Licensee, their guests, vendors, and/or any other individuals permitted on the property must strictly adhere to all rules and regulations of 4-H Camp TaPaWingo and treat all camp employees and volunteers with courtesy and respect.

9. LOUD NOISE LIMITATIONS. Please keep the volume of public address systems or loudspeakers confined to the immediate area of the participating group.

10. SMOKING, DRUGS & ALCOHOL. SMOKING IS PROHIBITED IN ALL FACILITIES. Recreational drugs are not permitted. All applicable laws governing the distribution and consumption of alcoholic beverages must be adhered to any violation will be subject to the state laws of Wisconsin and forfeiture of deposit.

11. COLLECTION OF MONEY. No admission fees, donations, or contributions or other fare shall be collected or will be permitted to be collected by the Licensee without prior approval.

12. AUTHORIZED ACCESS TO PREMISES. The Licensee shall grant that any officer of the law and/or 4-H Leaders Association Board/Camp TaPaWingo Committee have right to enter the rented premises at any time.

13. CANCELLATIONS. To cancel any event, please contact the Camp TaPaWingo Office immediately. **If an event is cancelled within 60 days of the reservation, the security deposit will be forfeited.**

14. FIREWOOD. Wood will be provided for the fire pits. Please do NOT bring your own wood onto the Camp TaPaWingo Property. Fires are only to be built in designated areas.

15. PARKING. Parking is allowed in designated parking areas. Parking is prohibited in the circle drive with the exception of two designated parking spots as this is a designated fire lane.

16. HUNTING/FIREARMS. Hunting and Firearms are not permitted on premise unless prior approval has been received by a Camp Representative

17. FIREWORKS. No fireworks of any nature are allowed on the premises.

18. WILDLIFE & TRAILS. Wildlife, flowers, trees, and other plants are to be enjoyed as they are. Please do not disturb them. Please stay on marked trails only on the premises.

19. LOST & FOUND ARTICLES. 4-H Leaders Board of Manitowoc County and Extension, Manitowoc County is not responsible for personal belongings left behind, lost, or stolen on the premises. Please call 920-755-2785 for any lost and found inquiries.

20. WEATHER EMERGENCIES. There is a weather warning system in the main lodge. It is the responsibility of the user group to adhere to the weather warnings and follow emergency procedures.

21. PROBLEMS/ISSUES WITH FACILITY. For any major problems or issues with the facility, numbers and names of camp contacts are posted on the bulletin board at the office of Rensink Lodge.

22. VIOLATIONS & CONDITIONS OF USE. Violation of any of the above Conditions of Use may result in forfeiture of the security deposit and/or penalty fees of up to \$200.00 for each infraction. These fees shall be cumulative.

23. GOVERNING LAW. The parties agree that this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Wisconsin. Any action to enforce any of the rights or obligations of either party to this agreement shall be filed in Manitowoc County, Wisconsin. If any individuals or parties have a dispute under this agreement, they agree to mediation or other dispute resolution prior to the commencement and filing of any legal action.

24. LIABILITY/HOLD HARMLESS

The 4-H Leaders Association of Manitowoc County and Extension, Manitowoc County shall not be liable for any claims, injuries, deaths, damage, or otherwise arising out of the use by the Licensee and/or any and all associated parties and individuals of the property, grounds, facilities and/or equipment, and the Licensee and all associated parties and individuals on the premises agrees to indemnify and hold harmless the 4-H Leaders Association of Manitowoc County and Extension, Manitowoc County and all members, associates, employees, and volunteers. The 4-H Leaders Association of Manitowoc County and Extension, Manitowoc County reserves the right to require a Certificate of Insurance and reserves the right to set coverage limits on said Certificate of Insurance. Each party and/or individual is responsible for their own health, accident and liability insurance.

The undersigned agrees both personally and on behalf of all parties and individuals that are on the premises during the contract period to hold the 4-H Leaders Association of Manitowoc County and Extension, Manitowoc County harmless for any and all damage, claims or personal injury claims occurring during the term of this contract. The parties agree that this agreement and any rules and any rules and regulations constitute the entire agreement between the parties. Any amendment or modifications to this agreement must be in writing and signed by all parties. It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the 4-H Leaders Association of Manitowoc County and Extension, Manitowoc County will not be liable for any injury, loss, or damage to said property or injury to any person on the premises. The. Undersigned agrees to be responsible for any damage caused to said building, property or equipment.

Licensee Signature

Date
