



**GROUP NAME: xxxxxxxxxxxxxx**

Contact: xxxx xxxxxx  
Address: xx xxxxxx xxx  
xxxxxxxx, XX xxxxx  
Phone: (xxx) xxx xxx  
Fax:  
Email: [12345@xxx.com](mailto:12345@xxx.com)

Arrival Date: 29-Oct-10  
Arrival Time: 10:30 AM  
Departure Date: 31-Oct-10  
Departure Time: 1:00 PM

### GROUP AND CONFERENCE AGREEMENT

Group Count: xxx

Per Person Fee:	\$xx.00	Chaperone Count:	x
Sub Total:	\$x,xxx.00	Chaperone Fee:	\$xx.00
Membership Fee:	\$50.00		
<b>Total Fees Due:</b>	<b>\$x,xxx.00</b>		

**Program Needs:** ???

**Meal Needs:** First Meal: Lunch Notes: -  
Last Meal: Lunch

**Housing Needs:** ???

A non-refundable deposit of **\$500.00** is required by **15-Feb-10** with this agreement to secure reservation. The balance of fees is due on arrival. The deposit will be considered as part of the total fees due, except in the case of cancellation, which will result in the loss of deposit. Your group **GUARANTEES** payment for a minimum of **xxx** people at the above rate of **\$xx.00** per person. Your group may request a revision of this minimum on or before **15-Oct-10**. After this point, the last attendance number given will be the minimum amount billed on the final invoice. Attendance over this must be cleared through the camp office to insure that additional accommodations may be made. Final payment is due upon arrival at Camp Hazen. Camp Hazen YMCA reserves the right to schedule more than one group at a time.

*PLEASE SIGN AND RETURN ONE COPY OF THIS AGREEMENT BY 15-Oct-10, ALONG WITH YOUR DEPOSIT, OR THE ABOVE PROPOSED DATES MAY NOT BE HELD.*

1/15/10

Camp Director

Date

Signature of Group Representative

204 West Main Street . Chester, Connecticut 06412  
860.526.9529 . toll free: 1.800.248.8244 . fax: 860.526.9520  
email: [office@camphazenyumca.org](mailto:office@camphazenyumca.org)

*Camp Hazen YMCA is committed to helping youth develop valuable life skills through camping experiences that build healthy bodies, open minds and awakened spirits.*

# Group and Conference Policies

## Camp Hazen YMCA

1. Groups MUST present a certificate of insurance, that lists Camp Hazen YMCA as an additional insured, stating the dates of the retreat, PRIOR TO ARRIVAL at Camp Hazen YMCA.
2. Camp Hazen YMCA assumes no responsibility for accident or injury. We have no medical personnel on the property. We advise that each group have an adult with certifications in CPR and First Aid. Groups are responsible for their own transportation to medical facilities. Camp Hazen YMCA does not supply First Aid supplies to User Groups.
3. Camp Hazen YMCA assumes no responsibility for personal property (lost, stolen, or damaged).
4. Groups will be held responsible for loss, defacing, breakage, etc., of camp equipment and property.
5. Alcohol, cigarette smoking, drugs, firearms, pets, and fireworks are NOT permitted in camp, or on camp property.
6. In order that those who choose to rest may do so, please observe quiet hours from 10:00PM to 7:30AM. Remember that we are located on a lake and sound travels easily to our neighbors. The Dining Hall will close at 11:00PM unless prior arrangements are made.
7. A minimum leadership requirement for youth groups is two adults, with a ratio of one adult for every nine students. Students are considered to be anyone age 18 or younger.
8. We ask that you be fully responsible for the whereabouts and conduct of your group. All students must have a properly signed emergency medical treatment form if not accompanied by a parent. Each group is responsible for first aid and medical needs of their group. We recommend that you establish a screening policy for the selection of your chaperones/adult leaders and you give them access to Camp Hazen YMCA's Chaperone Guide sheet.
9. All participants of adventure programs MUST have a Camp Hazen YMCA waiver on file with the camp office prior to participation in this program. All participants under age 18, must have this waiver signed by a parent or legal guardian.
10. State of Connecticut law requires that we have a certified lifeguard on duty when anyone enters our defined waterfront area. Please respect this law and do not enter the waterfront for any reason when the sign says, "CLOSED". Waterfront lifeguard schedules must be pre-arranged with the Camp Hazen YMCA staff.
11. Use of buildings, facilities and grounds will be as designated by the Group Camping Director. Because you may be sharing the camp with other groups, we ask that you use only the facilities assigned to your group.
12. Camp Hazen YMCA maintains a smoke-free campus. There is NO SMOKING in any of Camp Hazen's buildings, on our fields, waterfront or trails.
13. As you may know, Camp Hazen YMCA is an environmental center. You can help us keep it looking clean and fresh for the wildlife that reside here by discarding your trash in the proper receptacles.
14. Upon arrival all group members are required to attend an orientation/briefing of emergency procedures presentation by a Hazen Staff member.
15. Please do not hesitate to tell us about any maintenance problems that might come up during your stay. We apologize for any inconvenience that these may cause you, and will try to rectify the situation immediately.
16. Serving you the best food possible is something that we really try to do. For the freshest, warmest food to be served to your group it is important that you are on time for meals.