



Camp Anna Behrens / Sherwood Lodge Non-Girl Scout Reservation Contract

Please Print

Name(s)/Organization _____

Address _____

_____ City _____ Zip _____

Contact Person _____

Phone _____

Email Address _____

(If the event is for a wedding and/or reception, indicate if ceremony will be held here also)

Type of Event _____

Date of Event _____

Number Attending (approximate) _____

Alcohol being Served (Beer & Wine Only) _____

Request for Fireplace(s) Inside _____ Outside _____

Please list all vendors that will be coming in/out of Sherwood Lodge day of your event. This is important for us to know, for security reasons, if you are unable to be there to let a vendor in we can't let anyone in unless you have informed us of their services. If you don't know all of the vendors at this time, just list the ones you do know and contact me as you plan the others.

(Please refer to the list of approved licensed caterers in the contact/information packet)

Caterer (name/phone#) _____

Alcohol Vendor (name/phone#) _____

Cake Service (name/phone#) _____

Florist (name/phone#) _____

Equipment Rental (name/phone#) _____

DJ Service (name/phone#) _____

50% of rental fee and \$500 refundable deposit is due upon reserving your date, remaining rental balance is due 60 days prior to event. Your deposit will be refunded back onto your credit card no later than 30 days after confirmation that the property was left in good standings.

By signing this contract I have read the Sherwood Lodge Rules and Regulations and agree to the terms listed.

Signature _____ Date _____

Email back to customercare@gsmists.org or print and mail to;
Girl Scouts of Michigan Shore to Shore
Attn: Property Reservations
3275 Walker Avenue NW, Grand Rapids MI 49544
(844)-476-4787

GSMISTS Equipment Rental List

5X4 Projection Screen	\$15.00	_____
Service Platters/Trays	\$1.00 each	_____
32 cup percolator (Coffee not provided)	\$15.00	_____
Bunn Coffee Maker (Coffee not provided)	\$15.00	_____
Salad Bar	\$25.00	_____