



**Camp Anna Behrens
Outside Group Use – Non-Profit
Contract**

Non-Profit Organization Name (the "User"):

Address:

City: State: Zip:

Phone: E-mail Address:

Day of Event Point of Contact Name:

Phone: E-mail Address:

Date of Event:

Type of Event:

All rentals include use of Sherwood Lodge, Activity Center, and Outdoor Meeting Area.

Check Rental Day:

_____ Monday-Thursday	\$1,250	_____ Saturday	\$1,750
_____ Friday	\$1,500	_____ Sunday	\$1,000

Caterer (If Known)

Alcohol Being Served (Beer & Wine Only) Yes No

Fireplace Use Requested Inside Outside

Reservations are made at <https://girl-scouts-of-michigan-shore-to-shore.checkfront.com/reserve/>

- Security Deposit
 - To reserve Sherwood Lodge for an event a \$750 security deposit is required to secure the date. Payment is made through the reservation system.
- Outside Group Use Contract
 - A link to the Outside Group Use Contract is included in the e-mail sent through Checkfront after the \$750 security deposit is received. The signed contract is due within 5 business days from the date the security deposit is paid. If it is not received within 5 business days, the security deposit will be refunded, and the date will be released.
- Rental fee balance and due date
 - 50% of the rental fee is due within 5 business days from the date the security deposit is paid. If payment is not received within 5 business days, the security deposit will be refunded, and the date will be released.
 - The remaining 50% of the rental fee is due 90 days prior to the event. Payments are processed over the phone (231-778-0067) with credit/debit card.
- Additional Information
 - Reservation is not confirmed until (1) A signed copy of the Outside Group Use Contract and required security deposit are received by GSMISTS, (2) GSMISTS has signed the Outside Group Use Contract, and (3) Rental fee is paid in full.
 - A complete vendor list is due 90 days prior to the event. GSMISTS will e-mail a form to collect this information.
 - Certificate of Liability Insurance is due 90 days prior to the event. GSMISTS will e-mail a form to collect this information.
 - The User must provide the GSMISTS Site Coordinator with an event schedule at least 14 days prior to the rental period. For Silver and Gold Wedding Packages – A schedule for the day before the event is also required. GSMISTS will e-mail a form to collect this information.
 - The security deposit, less damages, will be returned to the User within 30 days after the rental period. If damages exceed the security deposit, User will be informed in writing and billed any additional expenses.

Contact customercare@gsmists.org or 231-778-0067 with questions.

[Signature Page Follows]



**Camp Anna Behrens
Outside Group Use – Non-Profit
Contract**

By signing the Outside Group Use Contract, the User agrees that the Camp Anna Behrens Outside Group Use Terms and Conditions attached as Schedule 1 bind the parties and apply to the User's use of the camp facility during the rental period.

USER:

GSMISTS:

Girl Scouts of Michigan Shore to Shore

Name:

Name:

Date:

Date:

RESERVATION IS NOT CONFIRMED UNTIL (1) A SIGNED COPY OF THIS OUTSIDE GROUP USE CONTRACT AND THE REQUIRED SECURITY DEPOSIT ARE RECEIVED BY GSMISTS, AND (2) GSMISTS HAS SIGNED THE OUTSIDE GROUP USE CONTRACT.



**Camp Anna Behrens
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Contract**

SCHEDULE 1

TERMS AND CONDITIONS

[see attached]

Camp Anna Behrens is owned and operated by Girl Scouts of Michigan Shore to Shore (GSMISTS). When Girl Scout members are not enjoying the property, Sherwood Lodge provides the perfect location for weddings, receptions, and corporate/organizational events. Camp Anna Behrens does not offer overnight accommodation for Outside Group Use. Renting facilities at Camp Anna Behrens for an event does not secure exclusive use of the entire camp facility (the “Camp”); only the space rented (the “Rented Facility”).

Sherwood Lodge

Sherwood Lodge was built in 2005, as a LEED certified building. It was built using red pine timbers harvested from the building site. It can accommodate 225 to 250 people. There is a large commercial kitchen. There is a radiant heat system allowing for year-round use – but there is no air conditioning. It has two fireplaces - one indoors and the other outdoors, under the large, covered patio area.

Activity Center

The Activity Center includes a full bathroom and dressing area. It can be used as a breakout area during meetings or as a place to get ready for weddings.

Outdoor Meeting Area

Area includes a stage with seating for approximately 80 people on wooden benches. There is also a large wood bridge which can be used for photos.

GSMISTS cannot guarantee the weather or outdoor conditions of the woodlands for pictures or other activities.

Packages

Monday - Thursday	16 hours of use of Sherwood Lodge and Activity Center (8:00 a.m. to 12:00 a.m.)	\$1,250
Friday	16 hours of use of Sherwood Lodge and Activity Center (8:00 a.m. to 12:00 a.m.)	\$1,500
Saturday	16 hours of use of Sherwood Lodge and Activity Center (8:00 a.m. to 12:00 a.m.)	\$1,750
Sunday	16 hours of use of Sherwood Lodge and Activity Center (8:00 a.m. to 12:00 a.m.)	\$1,000

Reservations

Reservations are made at <https://girl-scouts-of-michigan-shore-to-shore.checkfront.com/reserve/>

1. Security Deposit

- To reserve Sherwood Lodge for an event a \$750 security deposit is required to secure the date.
- Payment is made through the reservation system.

2. Outside Group Use Contract

- A link to the Outside Group Use Contract is included in the e-mail sent through Checkfront after the \$750 security deposit is received. The signed contract is due within 5 business days from the date the security deposit is paid. If it is not received within 5 business days, the security deposit will be refunded, and the date will be released.

3. Rental fee balance and due date

- 50% of the rental fee is due within 5 business days from the date the security deposit is paid. If payment is not received within 5 business days, the security deposit will be refunded, and the date will be released.
- The remaining 50% of the rental fee is due 90 days prior to the event.
- Payments are processed over the phone (231-778-0067) with credit/debit card.

4. Reservation is confirmed only when the following items are completed:

- A signed copy of the Outside Group Use Contract and required security deposit are received by GSMISTS,
- GSMISTS has signed the Outside Group Use Contract,
- Rental fee is paid in full.

Contact customercare@gsmists.org or 231-778-0067 with questions.

Insurance

The User will assume complete financial liability and responsibility for any damage to, or loss of property belonging to GSMISTS, and any personal injury incurred during or as result of such use. A Certificate of Liability Insurance is due to GSMISTS 90 days prior to the event.

- Commercial/Organizational Users: A Certificate of Liability Insurance, naming Girl Scouts Michigan Shore to Shore (3782 29th Street SE, Grand Rapids, MI 49512) as a designated additional insured, is required prior to use of the Rented Facility. Minimum limit of liability for bodily injury and property damage combined is \$1,000,000 per occurrence and \$2,000,000 general aggregate. If alcohol is being served, proof of liquor liability (special event or “host”) must be included.
- Private Users: A Certificate of Liability Insurance declaring liability of \$500,000 per occurrence is required, prior to use of the Rented Facility. This can be done through the User’s homeowners’ insurance or through the purchase of special event insurance.

Submit Certificate of Liability Insurance here: <https://form.jotform.com/GSMISTS/sherwood-lodge-events-coi>

Cancellations

Cancellation occurs 90 or more days prior to the scheduled date of event	The entire security deposit is forfeited. The rental fee is 100% refunded.
Cancellation occurs less than 90 days prior to the scheduled date of event	The entire security deposit is forfeited. The rental fee is 50% refunded.

Site Visit

Visits to Sherwood Lodge prior to your event must be scheduled in advance with the GSMISTS Site Coordinator by calling 616-204-1654. Visits cannot occur when the Renter Facility is in use and are dependent on the schedule of the Site Coordinator. Two visits, including any made prior to booking, are included in the rental fee. Additional visits will incur a \$50.00 per visit fee.

Access

Access to Sherwood Lodge/Activity Center/Outdoor Meeting Area is available only during the rental period. Names of all vendors must be submitted to GSMISTS at least 90 days prior to the event. GSMISTS will e-mail a form to collect this information. If a vendor name is **not** submitted, access will not be given. All vendors need to contact the GSMISTS Site Coordinator by calling 616-204-1654 and provide their arrival times. All vendors are required to have all equipment/supplies removed from the site by 12:00 a.m. No one is permitted to walk the property trails or woods at any time.

Event Schedule

The User must provide the GSMISTS Site Coordinator with an event schedule at least 14 days prior to the rental period. This schedule must include the following:

- Day of Event Arrival Times – no arrivals prior to 8:00 a.m.
 - Day of Event Point of Contact
 - Set-Up/Decorating
 - Caterer Service/Alcohol
 - DJ
 - Photographer
 - Any Additional Vendors
 - Guests
 - Start Time of Event
 - Start Time of Meal
 - End Time of Event

GSMISTS will e-mail a form to collect this information.

The GSMISTS Site Coordinator is available in person or via phone (616-204-1654) through the duration of the event.

GSMISTS Preferred Catering Services

Catering Service	Phone Number	E-mail
Catering By Candlestone	616-761-9168	catering@candlestone.com
Distinctive Catering	616-538-4384	cateringinfo@distinctivecatering.com
Honey Creek Inn	616-874-7849	catering@cannonsburgvillage.com

Only GSMISTS Preferred Catering Services are permitted to serve food and alcohol during an event.

Non-Preferred Catering Services

Catering services not listed above may be considered pending GSMISTS approval. A catering service must be determined 90 days prior to event to allow time to verify the caterer's credentials. It is the responsibility of the User to ensure the caterer has provided all the required items listed below to GSMISTS and GSMISTS has approved the caterer **prior to** entering an agreement with caterer.

If your caterer is not on the list of GSMISTS Preferred Catering Services, the following items are due to GSMISTS at least 90 days prior to the event to allow time to verify the caterer's credentials.

For food service:

- Signed Girl Scouts of Michigan Shore to Shore Preferred Caterer Agreement.
- Current ServSafe Food Protection Manager certification.
- Current State of Michigan License to Operate a Food Service Establishment.
- Current Certificate of Liability Insurance evidencing commercial general liability in the amount of, or greater than \$1,000,000. Including Girl Scouts of Michigan Shore to Shore, 3782 29th Street SE, Grand Rapids, MI 49512 as the Certificate Holder.
- Current Worker's Compensation Insurance and Employers' Liability Insurance if your business is required to carry it for your employees.

For beer and wine service:

- Signed Girl Scouts of Michigan Shore to Shore Preferred Caterer Agreement.
- Current State of Michigan liquor license.
- Current Alcohol Server Training Certificate from an approved Michigan MLCC program.
- Current Certificate of Liability Insurance evidencing the amount of liquor liability coverage. Including Girl Scouts of Michigan Shore to Shore, 3782 29th Street SE, Grand Rapids, MI 49512 as the Certificate Holder.

Food and Beverage

1. The Rented Facility does not allow on-site cooking. Therefore, all of the caterer's preparation of food served at the Rented Facility must be prepared off-site.
2. Only catering services with proper documentation/licenses are permitted to provide services at GSMISTS properties. As stated in paragraph 3-201.11 of the Michigan Modified Food Code, GSMISTS is unable to allow food or beverages to be brought into our facility from homes. Left over buffet food may be taken from the Rented Facility by the person who placed the order with the caterer at their own risk. Left over alcoholic beverages may **not** be removed from the Rented Facility.
3. To ensure the highest quality of service for your event, all catered functions require at least one catering service staff to remain throughout the entire service of the event. Drop-off service is not permitted.
4. Caterers may use the walk-in cooler, chest freezer, warmer, and refrigerator. There is no ice machine.

5. Portable gas and/or electric grills, and any appliance that produces a flame are prohibited. The use of sterno canisters for warming is acceptable.
6. Only catering service staff and authorized personnel are allowed in the kitchen during the event.
7. It is the responsibility of the catering service to clean up food service areas after use including but not limited to sinks, dishes, counter, tabletops, and floors. Trash is to be bagged and tied throughout the event by either the catering service or the User. Bags are to be placed on the trailer outside the kitchen's back door.

Alcohol

1. Beer and wine are the only alcoholic beverages permitted for consumption at Sherwood Lodge. User acknowledges that GSMISTS does not hold a Michigan liquor license and only GSMISTS Preferred Catering Services will be permitted to serve alcohol during events.
2. The Michigan Liquor Control Commission regulates the service and sale of alcoholic beverages therefore the following apply to all events at Sherwood Lodge and Camp Anna Behrens:
 - All alcoholic beverages must be provided by and served within prescribed guidelines by a GSMISTS Preferred Catering Service.
 - Liquor may not be brought in or taken out of the Rented Facility.
 - No personal alcohol is permitted at Sherwood Lodge and Camp Anna Behrens.
 - No underage alcohol consumption is permitted. Guests must be 21 years old or older to consume alcohol.
 - Alcohol consumption is only permitted in Sherwood Lodge and on the covered patio.
 - Drinking games, including keg stands, beer bong, and beer pong are prohibited.
 - If there is a violation concerning alcoholic beverages (liquor, personal alcohol, underage consumption) the violator(s) will be warned and the User will be notified. GSMISTS Site Coordinator reserves the right to discontinue alcoholic beverage service for the duration of the event.
 - If the Rented Facility is rented for a multiple day event and alcoholic beverages will be served on multiple day, a GSMISTS Preferred Catering Service must be hired, and proof of insurance submitted for every day alcohol will be consumed.
3. The caterer/bartender **MUST** be present at the time of delivery of the alcohol and must remain in possession of the alcohol at all times.

Parking

The catering service and all vendor names must be provided at least 90 days prior to the event so the GSMISTS Site Coordinator can direct them accordingly upon arrival for parking. The catering service, DJ, and one additional vehicle may park behind Sherwood Lodge. All remaining vehicles must park in the parking lot unless otherwise directed by the GSMISTS Site Coordinator. It is the responsibility of the User to assure the event participants park in an orderly fashion, leaving room for emergency vehicles. All vehicles in the parking

lot must be backed in. Parking lot attendants are recommended, especially for events for 200+ people and are the responsibility of the User.

GSMISTS is not responsible for any vehicles left in the parking lot overnight.

Drugs

GSMISTS policies do not permit the use of marijuana or illicit drugs on any of its properties including Camp Anna Behrens and Sherwood Lodge.

Smoking

Cigarette smoking is only permitted on the covered patio. All cigarettes must be disposed of in the appropriate container provided by GSMISTS.

Set-up/Decorations

1. Your set-up time is determined by your rental period.
2. Prior to event set-up, the GSMISTS Site Coordinator will conduct a walk through and pre-inspection for cleanliness of the areas being rented with the Event Point of Contact. The pre-inspection will also include a review of parking, alcohol, and smoking policies.
3. The GSMISTS Site Coordinator will provide the Event Point of Contact a card which includes the Wi-Fi password, office and cell numbers for the GSMISTS Site Coordinator, elevator information, location of the AED unit, and address of Camp Anna Behrens, with building location in case 911 must be called.
4. User is responsible for setting up and taking down tables and chairs.
5. GSMISTS provides the following items, upon request, for events:
 - 20, 5 foot x 4 foot square wood tables, with benches seats approximately 160
 - 2, 8-foot-long tables
 - 12, 6-foot-long tables
 - 10, 5-foot round tables
 - 180 chairs

GSMISTS does not provide linens, chair covers or ties for any of our tables, chairs or benches. No GSMISTS tables or chairs can be moved outside of buildings.

6. GSMISTS does not allow the use of glitter, confetti, staples, pushpins, any type of tape, or rice. Any flower petals used need to be swept up and disposed of at the end of the event. Nothing may be hung on the pillars, walls, or windows without prior approval from the GSMISTS Site Coordinator. Stage tape must be used to tape down cords. The use for any glue-based tape is not permitted. Any violation resulting in damage to Sherwood Lodge will be billed to the User to include cost for parts and labor to restore back to original condition.
7. Popcorn machines and s'mores stations are not permitted.
8. Smoke machines and balloons with helium are not permitted.

9. No chairs, tables, or equipment is permitted to be stored in the kitchen or on the covered patio during the event, nor can anything block any fire exits. This violates fire and health codes. White canvases are provided to cover carts during the event.
10. Furniture (couch, recliners, tables, etc.) in the loft cannot be moved or rearranged.
11. Candles may be used in Sherwood Lodge if they are contained in a hurricane lantern, votive holder, or similar container. Battery operated candles are preferred.
12. If requested on the contract the inside and outside fireplaces at Sherwood Lodge may be used at the event. All fires must be started and tended to by the GSMISTS Site Coordinator. No decorations or other flammables will be within 10 feet of any fireplace. This creates a fire hazard.
13. Elevator is to only be used to assist people who are physically disabled to go to the loft and must be operated by an adult 21 years of age or older. Maximum weight for the elevator is 750 pounds.

Clean-Up/Check-Out

1. All beverage service must conclude by 10:30 p.m. DJ service must conclude by 11:00 p.m. Event must conclude by 11:00 p.m. All clean-up and check-out must conclude by 12:00 a.m.
2. Tables must be cleared of centerpieces, table place settings, and drink ware.
3. All equipment, decorations, and vehicles must be removed at the end of the event. An additional rental period may be paid for following your event so that you may remove equipment, decorations, and vehicles. This is subject to Rented Facility availability.
4. At the conclusion of the event, the GSMISTS Site Coordinator and the Event Point of Contact will make a final inspection. During this inspection, the Event Point of Contact will be informed of any damage that have occurred to Sherwood Lodge and the property of GSMISTS Camp Anna Behrens.
5. The security deposit, less damages, will be returned to the User within 30 days after rental period. If damages exceed the security deposit, User will be informed in writing and billed any additional expenses.

Miscellaneous

1. User's use of the Rented Facility and Camp must comply with all (a) federal, state and local laws, rules and regulations ("Laws"), including, but not limited to, liquor and underage drinking laws, fire and safety rules, environmental and hazardous materials laws, and Titles VI and VII of the Civil Rights Act of 1964; and (b) all rules included in the Outside Group Use Contract (the "Contract") and all reasonable rules published within and around the Camp, including, but not limited to, any safety rules relating to hazardous areas and conditions, such as ponds, lakes, swamps, animals, snakes and off-limit areas ("Rules"). User shall supervise all of its representatives, agents, invitees and guests at the Camp during the event and shall be responsible for their compliance with all applicable Laws and Rules.
2. User must notify GSMISTS in writing at least 30 days prior to the event of all requests and special arrangements for set-up, staging and personnel. At the start of the event, GSMISTS shall deliver the Rented Facility to User in compliance with those requests and arrangements specifically agreed to in writing by GSMISTS, and User shall accept the Camp and Rented Facility **AS IS, WHERE IS** and

WITH ALL FAULTS. User shall not make any alteration to the Camp without GSMISTS's prior written consent, which may be withheld in GSMISTS's absolute discretion. User shall leave the Rented Facility in a neat and clean condition.

3. GSMISTS, its agents and representatives reserve the right to: (a) enter the Rented Facility at any time in a commercially reasonable manner; (b) use or permit the use of any part of the Camp not granted to User under the Contract, regardless of the nature of such use; and (c) exclude or expel from the Camp any person who, in GSMISTS's judgment (i) is intoxicated or under the influence of alcohol or drugs, (ii) violates any posted rules and regulations of the Camp, or (iii) constitutes a security risk to the Camp.
4. If the Camp is damaged from any cause whatsoever, or if any other casualty or unforeseeable cause beyond the control of GSMISTS, including, but not limited to, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, failure of public utilities or unusually severe weather, that prevents occupancy or use as granted in the Contract ("Force Majeure"), then User shall release GSMISTS from any damage caused thereby.
5. User shall be solely responsible for all losses that occur at the Camp, or that are caused to GSMISTS or persons or property in, on or near the Camp, during an event because of (a) any failure by User, its representatives, agents, invitees or guests to comply with any and all Laws; (b) any illegal act by User, its representatives, agents, invitees or guests; or (c) any material breach or default by User, its representatives or agents of any provision of the Contract. The provisions of this section shall survive termination of the Contract.
6. User shall defend, indemnify and hold GSMISTS harmless from and against all third-party claims, damages, liabilities, losses and other expenses (including, but not limited to, reasonable attorneys' fees and court costs), whether from injury to persons (including death) or damage to property (including incidental or consequential damages), arising out of, or alleged to arise out of (a) the activities of User, its representatives, agents, invitees or guests; (b) User's obligations under the Contract; or (c) personal or bodily injury to or death of persons, or damage to or theft of property of GSMISTS or property in, on or near the Camp, to the extent such injury or damage is caused by the negligent act, error or omission, or the intentional or willful misconduct, of User, its representatives, agents, invitees or guests. The provisions of this section shall survive termination of the Contract.
7. User releases GSMISTS from all past, present and future claims, damages, liabilities, losses, expenses and causes of action, known and unknown, whether for injury to persons (including death) or damage to property (including incidental or consequential damages), without restriction as to the nature or extent, that result from or relate to the Contract, the event or the use of the Camp by User, its representatives, agents, invitees or guests, including, but not limited to, any liability relating to User's programming. The provisions of this section shall survive termination of the Contract.
8. User may not assign its rights under the Contract without GSMISTS's prior written consent.