

## Event Guidelines

### Group Leader Responsibilities:

- Check in with the Guest Services Host at Cedar Lodge upon arrival and departure.
- Provide an accurate participant roster by the close of your event.
- Ensure that the facilities are left as found in an orderly condition. The group is financially responsible for any damages by their group.
- If using W-Bar-B or Chinook Village facilities, provide 3-5 volunteers to help serve and clean up at each meal.
- Provide attendance counts and event schedule two weeks prior to your event (see booking contract.)
- Provide staff to safely operate your event.
- Provide for group's first aid and first aid supplies.
- Provide adult supervision of at least 1 per 10 youth campers (through high school age).
- Sales of CDs, books, supplies or any other material is only allowed with prior permission of Warm Beach Camp.
- Ensure that attendees wear safety equipment appropriate to activities.

### Warm Beach Camp Responsibilities:

- Provide meals and assign meal times.
- Assign meeting rooms and provide available tables, chairs, and audio-visual equipment as requested to best meet the needs of your group.
- Provide necessary staff to deliver services agreed upon in your contract.
- Assumes no responsibility for lost and found items. However, if items are found, they will be held for up to two weeks.