



Camp Hidden Valley
 4722 Mellow Rd, White Hall MD 21161
 Phone: 410-692-9898
 www.camphiddevally.com

Note: Camp Hidden Valley is no longer lending out use of its facilities to anyone other than organizations. Birthday parties, family reunions, etc. will no longer be permitted at camp. No exceptions.

Reservation Contract

Review all terms of contract carefully. If you have any questions, please contact Camp Hidden Valley.

Name of Group _____

Name of Contact Person _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Email Address (required for confirmation notice) _____

Date of requested use: Arrival ___/___/___ Time _____ Departure ___/___/___ Time _____

Number of participants: (Must be filled out) Total _____ (Males ___ Females ___)

Facilities Requested:

_____ Natures Nook	_____ Dining Hall	_____ Army tents 1 2 3
_____ Youth Cabins 1 2 3 4	_____ Kitchen	_____ Media room
_____ Staff Cabins 1 2 3	_____ Swimming pool	_____ Pavilion
_____ Tent Camping	_____ Day group/other	

Visit: www.camphiddevally.com for pictures and information on each facility.

Food Service:

_____ We will do our own food service
 _____ We have over **40** campers and we would like to use the camp caterer.

Reservation Fees: (Request a price sheet by email at www.camphiddevally.com)

Total amount due \$ _____ (Checks only, payable to Camp Hidden Valley)
 Amount of deposit due \$ _____ (25% non-refundable due with reservation)
 Amount of balance due \$ _____ (Due 2 weeks prior to arrival date)

Reservation and Cancellation Policy

This contract must be signed and returned along with a 25% non-refundable deposit payable to Camp Hidden Valley. Failure to do so may result in the dates being offered to another group. This contract becomes binding when signed by Camp Hidden Valley staff and the required deposit is received. You will receive a confirmation email of your reservation. Remaining balance is due 2 weeks prior to arrival date. If a group fails to appear for a scheduled outing they are responsible for the entire estimated cost. Camp

Hidden Valley does not give refunds due to inclement weather. By signing this contract, you agree to pay for the total number booked for the camp. Please be as accurate as possible when providing the number of participants.

Waiver of Liability

All groups must be able to provide proof of insurance. On behalf of my group, I certify and agree to the following as part of the consideration for my group being granted permission to use Camp Hidden Valley.

- I have been duly authorized by my group to make this reservation and enter into this agreement with Camp Hidden Valley to use the facility of the camp.
- I have read and understood the camp rules and guidelines below, and my group agrees to abide by those rules and guidelines by its members, guests, and invitees while on and about Camp Hidden Valley.
- My group acknowledges that Camp Hidden Valley is making the premises available for the benefit of my group without making any warranty or guarantee of the personal safety of the members and guests of my group.
- My group assumes all responsibility for its conduct and the conduct of its members, guests, and invitees while on or about Camp Hidden Valley.
- My group agrees and hereby does indemnify and hold harmless Camp Hidden Valley for and against any claims, suits, damages, or actions taken against them for or arising out of or relating in any way to my group's use of Camp Hidden Valley.

Camp Guidelines and Rules

- Each group is responsible for providing their own supervision and first aid. Adults must be assigned to each cabin where youth are sleeping and must accept responsibility for the group at all times.
- Camp Hidden Valley will check each group in and out and will be available for emergency assistance.
- No cars are to pass the red stop sign. Deliveries only past that point.
- Cost for repair of damages and labor will be paid for by the user group.
- Leave the camp how you find it. A \$50 cleaning fee will be charged for buildings that don't meet the camp's cleaning checklist.
- If you rented a cabin with a propane stove, if needed, a Camp Hidden Valley employee will turn the stove on/off for you. For safety reasons, please keep off.
- If you rented a cabin with heat/air conditioning the temperature will be set before your group arrives if you request it. Please do not touch the thermostat. Ask a Camp Hidden Valley employee to change the temperature if you are unhappy with it.
- Alcohol is not permitted anywhere on camp property.
- Smoking is not permitted anywhere on camp property.
- Open fires are to be in designated areas only and be extinguished by the end of the night.
- Fireworks are not permitted on camp property for safety reasons.
- Graffiti is not permitted on camp property. This includes shaving cream, silly string, mousse, stink bombs, etc.

- All furniture must be moved to their original place. If furniture is not moved back to their original location you will be billed.
- No pets are allowed in any camp facilities.
- **Camp Hidden valley reserves the right to terminate an event or remove from the premises any unauthorized substances, persons who create a disturbance or otherwise fail to abide by the terms of this contract, the rules and regulations of the camp, and the directions of camp staff.**

Pavilion

- Do not place charcoal on the ground. All used charcoal must be put in the buckets provided.

Pool/Deer Creek

- Lifeguard must be provided by the group. **New: Lifeguard certification paperwork must be mailed or emailed to the camp one week prior to the event.**
- No one is to enter the fenced pool area unless a certified Red Cross lifeguard is present.
- No one is to enter Deer Creek unless a certified Red Cross lifeguard is present and swimmers are wearing lifejackets.
- The lifeguard has the right to expel unruly individuals from the pool/Deer Creek.

Dining Hall

- Do not sit or stand on the tables.
- At the completion of the event, wipe off tables used, mop the floors in the dining hall and kitchen (if used).
- Used trash bags should be placed in dumpster.
- If kitchen dishes were used, wash them and return them to their original location.
- No campers are permitted in the kitchen at any time.

Media Room

- No campers are to be in the media room unless a staff member is present.
- The dry erase board should be cleaned with the eraser provided if used.
- The computer and projector should be turned off if used.

I understand all policies and procedures put forth on this contract and agree to abide by them.

Signature of Authorized Representative: _____

Date: _____ Deposit Amount Enclosed: _____

I authorize Camp Hidden Valley to take pictures and use them for publicity purposes only.

Yes No

For Office Use Only:

Camp Staff Signature: _____ Date: _____

Dates Confirmed: _____ Deposit Amount Received: _____

Please print this page with your reservation form.

A FEW REMINDERS:

Check in/our form:

All organizations using Camp Hidden Valley's facilities will now be *required* to complete a check in/check out form. This form will now be emailed to all groups prior to their arrival using our automatic email system. Anyone who does not receive this form can print it off of our website (<http://camphiddenvalley.com>). If you have any questions, feel free to contact camp.

Existing rules that will now be strongly enforced due to past neglect:

- No more than one car may pass the red stop sign at one given time. This is for deliveries only! Cars are to park in the parking lot only.
- Picnic tables should never be moved throughout the camp. This also goes for fireplace benches.
- **Tobacco products are never permitted on camp property. There is also absolutely NO SMOKING at any time! Please be sure to notify your staff on this existing policy. We follow the same tobacco policy as Harford County Public Schools.**

Signature of Authorized Representative: _____



Stay in touch this summer with Online Photos, News, & Camper Email!

We are excited to tell you about our partnership with Bunk1.com! Bunk1's secure, easy to use, summer website services let you stay in touch with your camper all summer!

RETURNING PARENTS: If you had an account at this camp last summer, you can continue to use your old username and password. Simply sign in at the link below. The first time you visit the site you will be prompted to update your contact information and re-activate your account.

Get Started Today

To set up a new account and visit our Online Community:

1. Go to our website at **www.camphiddenvalley.bunk1.com***
2. Click the Community Tab*
3. Click the "Register Now" button
4. Enter your Pre-Approved Registration Code: _____
5. Fill out all the required information
6. View camper pictures and send an email to your camper!

***If you cannot find the button you can go to www.camphiddenvalley.com and click on e-mail your camper**

** For your camper's safety, please do not share the Pre-Approved Registration code above.

FREQUENTLY ASKED QUESTIONS

How do I view pictures?

Follow the instructions above except, after registering, simply sign in and click on the Photo Gallery button. Photos are kept in folders found on the left side of the page below the words "Image Folders". Click on any folder to see the pictures within that folder. You can even purchase prints or other photo gifts (e.g., t-shirts, mugs) of your favorite pictures!

How do I send a Bunk Note (one-way email) to my camper?

Follow the instructions above except, after registering, simply sign in and click on the Bunk Notes button. Enter your camper's name, select the correct cabin, type your message, and hit the "Send" button.

Can other relatives use these services?

Certainly. Once you have set up your account, you will be able to invite other people to access these services.

Can campers reply to my Bunk Notes?

Yes! See the attached "Bunk Reply" flyer for more details

What do I do if I lost my username and password?

You can get it online by going to www.Bunk1.com and clicking on the link "Lost Your Password?" (to the left of the page below the sign in button). You will receive an email with your username and password within a few minutes

Introducing...BUNK REPLIES

Handwritten notes from your camper, sent to your computer!

How it works:



You either print out BUNK REPLY stationery for campers to take to camp or include one when sending a BUNK note.



Camper writes his/her letter on the BUNK REPLY stationery.



Camp collects and faxes all the BUNK REPLIES to BUNK1.



BUNK1 scans the faxes, reads the bar code, and emails BUNK REPLIES to you.



You receive email from BUNK1 with the camper's BUNK REPLY

To get started:

You will need to set up an account with Bunk1 before you can take advantage of Bunk Replies. If you have already set up an account, skip this box. If you have not set up an account...

1. Go to our website at www.camphiddevally.bunk1.com
2. Click the Community Tab
3. Click the "Register Now" button
4. Enter your Pre-Approved Registration Code: _____
5. Fill out all the required information

To receive bunk replies:

You must provide your camper with Bunk Reply Stationery to receive Bunk Replies.

- Attach Bunk Reply Stationery when you send Bunk Notes to your camper

Once your camper receives the stationery, it is up to him/her to write the letter and hand it in to the camp.

QUESTIONS OR PROBLEMS?

Please call Bunk1 at 1-800-216-9472 or go to www.bunk1.com/contact.asp