

City of Los Angeles
Department of Recreation and Parks - Camping Section

Griffith Park Boys Camp
4730 Crystal Springs Drive
Los Angeles, CA 90027
Email: gp.boyscamp@lacity.org
Phone: (323) 664-0571



Griffith Park Boys Camp Rental Packet

Griffith Park Boys Camp is located in Griffith Park is across from the Wilson Harding Golf Course and near the Los Angeles Zoo. The camp was designed to provide youth in the Los Angeles area with recreational summer camp program, close to the city, in a mountain-like atmosphere. Griffith Park Boys Camp is available for group cabin camping and conference rentals during the off-season and available weekends.

Facilities In Camp

- The lodge has a large dining hall (197 dining capacity) with 1 fireplace.
- 12 heated and air conditions dormitory-style cabins. Each cabin sleeps up to 10 people. Camp sleeps up to a 120 people.
- 4 restroom buildings near the cabins, each with flush toilets, showers and washbasins
- Large grass field for low organized games
- Amphitheater-style campfire ring
- A mini-basketball court
- Various hiking trails
- Archery range
- Adventure challenge ropes course and climbing wall
- Staffed kitchen for all meal preparation (with and extensive selection of menu choices)
- Covered craft area (equipment and supplies not included)

Enclosed you will find information for both day and overnight rentals, including pricing, requirements for rentals and application for use.

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS • CAMPING SECTION
APPLICATION FOR THE USE OF GRIFFITH PARK BOYS CAMP**

This is not a permit

Please Print

Name of Organization _____ Phone Number _____

Address _____ City _____ Zip _____

Contact Person _____ Fax Number _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Other Phone _____

Will above contact person be on site for entire outing? Yes No

If not, who will be the on site contact person? _____

Name _____ Fax Number _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Other Phone _____

Purpose of Rental _____

Date, Day and Time of Arrival _____ / _____ / _____

Date, Day and Time of Departure _____ / _____ / _____

Total number of Participants: _____ Adults (over 18 years of age) _____ Youth (under 18 years of age)

Initials _____

Day Rentals: I understand that a \$450 rental deposit and a minimum \$250 refundable security deposit is required for a reservation. Refundable less 20% = 1 month or more prior notice.

Initials _____

Overnight Rentals: I understand that a \$750 rental deposit and a minimum \$250 refundable security deposit is required for a reservation. Refundable less 20% = 1 month or more prior notice.

Initials _____

I understand that minimum meal (50 person minimum) charges and menu are due two weeks prior to rental.

Initials _____

I understand that the balance of all fees and charges are **due two weeks prior to rental date.**

Initials _____

I understand that my group (includes all persons attending with group) must follow all the rules and regulations of the camp. Damages and Fees will be accessed from security deposit and additional charges may apply.

Initials _____

I understand that there is no driving or parking in the camp and that all vehicles must be parked in designated parking spaces only.

WAVIER, INDEMNITY AND RELEASE OF CLAIMS

(Replaces Hold Harmless Clause in Application for Use of Facilities)

In consideration to the City granting permission requested herein, Permittee agrees to indemnify and hold City and its officers, agents and employees harmless from any and all claims, demands, lawsuits actions of any kind, damages, judgments, amounts paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related thereto. Permittee acknowledges that it will use city facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, gas mains, pipe, electrical apparatus or cable furnished for the event or for any loss resulting from events such as but not limited to: fire, water, tornado, civil unrest, riot, landslide, windstorm, earthquake or other acts of nature.

Signature of Organization's Contact Person _____ Date _____

Signature of Organization's On Site Contact Person (if different) _____ Date _____

Name of Organization: _____ Date(s) of Event _____

SECURITY DEPOSIT

A minimum \$250 refundable security deposit is due at the time of reservation. Security deposit can not be used towards rental fees. Return of the security deposit can be expected (provided all is well) approximately 6-8 weeks after rental.

RESERVATIONS

- Telephone reservations will hold a desired date for 10 calendar days from the date of the call. If no deposit is received by the 10th day, the reservation will be removed and the date will be open to other groups.
- Reservations for overnight rentals can be made up to six (6) months in advance (based on availability).
- Reservations for day rentals can be made up to two (2) months in advance (based on availability).

DEPOSITS, FEES AND REFUND POLICIES

1. Deposits to reserve a rental date are due in full within 10 days from initial contact. If no deposit is received by the close of the 10th day the rental date will be cancelled.
2. Meal Deposits (minimum meal service fees) are required 14 days in advance of rental date. Less than 14 days may result in higher food costs per person and/or changes to food service.
3. Early Arrivals: Day rentals start at 9:00 a.m. For an earlier start time prior arrangements must be made with Camp Director or designee, are subject to staff availability and an additional fee of \$100 per hour (or fraction there of).
Overnight rentals start at 4:00 p.m. For an earlier start time prior arrangements must be made with Camp Director or designee, are subject to staff availability and an additional fee of \$100 per hour (or fraction there of).
4. Camp/Park Gates Close 10:00 pm.
5. Balance Due of all fees is required two weeks prior to start of rental. Failure to pay all fees prior to rental time will result in cancellation of rental and loss of all deposits.
5. Cancellations made at least one month in advance of your rental date will be refunded less 20%.
6. Cancellations made less than one month in advance of your rental date will be refunded less 50%.
7. Cancellations made 14 days or less in advance of your rental date will result in a loss of all rental and meal deposits.
8. **NO SHOWS** - Failure to arrive or notify (a phone call) camp within two hours of start of rental time or without prior written notification will result in cancellation of rental and a loss of all deposits.
9. Refunds will be processed after the groups last date of rental and will take approximately 6-8 weeks to arrive, in check form from the City of Los Angeles, Department of Recreation and Parks, less any appropriate fees.

By my initials, I certify that I have read and understand the above Deposits, Fees and Refund Policies. I agree that my group will abide by the Deposits, Fees and Refund Policies at all times while renting the camp.

MEDICAL REQUIREMENTS

Initials: _____

1. Rental Group is responsible for it's own first aid and emergency needs; including but not limited to first aid/ medical supplies and all emergency transportation.
2. Rental Group must have one person on site at all times who is certified and has current first aid and CPR verification.
3. It is required that each youth (person under 18 years of age by first date of rental) to have a completed Health Card with a parents signature and an Activity Release Form on site with the Rental Group. It is recommended that each adult participant also have a Health Card and Activity Release Form on site with the Rental Group.
4. Rental Group is responsible for keeping a first aid/medical log on site to record all group first aid/ medical incidents. A copy of the log book must be given to camp staff prior to departure, it will be added to the Rental Groups record files.
5. Rental Group must provide their own accident/liability insurance. Proof of Rental Group insurance must be provided 30 days prior to rental date and approved by City Risk Management. The City of Los Angeles, Department of Recreation and Parks, Griffith Park Boys carries **NO** insurance.

By my initials, I certify that I have read and understand the above Medical Requirements. I agree that my group will abide by the Medical Requirement policies at all times while renting the camp.

Initials: _____

Name of Organization: _____ Date(s) of Event _____

PARKING AND LOADING/UNLOADING VEHICLES

1. Rental Group permitted to park in the designated parking spaces on the down hillside of Camp Road.
2. Rental Group must keep all vehicles out of driving areas and away from non designated areas (i.e. trash cans)
3. No vehicle is permitted to be parked near cabins or overnight on camp grounds.
4. There is no parking on road located on camp ground. Must remain clear for emergencies and patron safety.

By my initials, I certify that I have read and understand the above Parking and Loading/unloading of vehicles. I agree that my group will abide by the Parking and Loading/Unloading Vehicles policies at all times while renting the camp

Initials: _____

ADDITIONAL RULES FOR YOUTH GROUPS

1. Youth is defined as any person under the age of 18 years.
2. Rental Groups are required prior to rental taking affect to provide an activity/program schedule to camp staff which outlines times and places for youth to be in supervised activities.
3. Appropriate leadership, supervision and discipline needs to be provided by Rental Group staff at all times.
4. Rental Groups are required to maintain appropriate ratios of adult to youth during their stay at camp. It is recommended that Rental Groups provide (1) adult for every (8) youth.
5. Rental Groups are required to provide adult supervision of youth in each cabin, activity area, during meal times and while on camp grounds at all times.
6. Rental Groups and associated youth must remain on camp grounds at all times; unless they are on a hiking/nature walk activity and staying to clearly marked trails; Adult supervision is required of all youth when group is engaged in a hiking/nature walk activity.
7. An Adult leader must be identified and assigned to supervise youth in each cabin (overnight stays).

By my initials, I certify that I have read and understand the above Rules for Youth Groups. I agree that my group will abide by the Rules for Youth Groups at all times while renting the camp.

Initials: _____

SPECIAL ACTIVITIES — CAMP FIRES/ OUT DOOR COOKING/ ROPES COURSE/ STAFF LED ACTIVITIES

1. Campfires — Are by special prior arrangement only and are subject to approval by the Park Rangers.
2. Campfires — A staff monitor is required at an additional fee, for all camp fire activities.
3. Outdoor Cooking — Is by special prior arrangement only and is subject to approval (of fire) by Park Rangers.
4. Outdoor Cooking — A staff monitor is required at an additional fee, for all outdoor cooking activities.
5. Archery—Require additional staff and separate fees apply in addition to regular facility rental.
6. Ropes Course Activities — High and Low group activities are by special prior arrangement only.
7. Ropes Course Activities — Require additional staff and separate fees apply in addition to regular facility rental.
8. Ropes Course equipment (including climbing wall) are useable by authorized staff only. Persons found climbing/hanging and/or 'playing' on will be required to leave immediately, with out a refund.
9. Staff Led Activities — Staff led activities require special advanced arrangements and are subject to staff availability and an additional fee.
10. Staff Led Activities include: Night Hikes, Campfire Activities, Outdoor Cooking, Arts and Crafts Activities, Games on the field, and related activities.

By my initials, I certify that I have read and understand the above Special Activities Requirements. I agree that my group will abide by the Special Activities policies at all times while renting the camp.

Initials: _____

As the designated Rental Group Leader, I _____ have read and understand the rules, policies and regulations associated with renting Griffith Park Boys Camp and assure that I and my group will abide by them. I further agree to enforce that my staff and I will enforce all of the camp rules, policies and regulations during our stay at camp. I understand that failure to follow these rules, policies and regulations may result in an immediate cancellation of my groups rental and a forfeiture of any deposits, in addition to any other fines deemed appropriate by the Camp Director or designee.

Group Leader's Signature: _____ Date: _____

RENTAL CHECK LIST

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | APPLICATION | - TO BE FILLED OUT BY THE RESPONSIBLE PARTY / GROUP LEADER. |
| <input type="checkbox"/> | SECURITY DEPOSIT | - \$250 MINIMUM DEPOSIT IS DUE WITH RENTAL DEPOSIT. |
| <input type="checkbox"/> | DAY RENTAL DEPOSIT | - PER DAY RENTAL DEPOSIT = \$450 : DUE WITH APPLICATION. |
| <input type="checkbox"/> | OVERNIGHT RENTAL DEPOSIT | - PER NIGHT RENTAL DEPOSIT = \$750: DUE WITH APPLICATION. |
| <input type="checkbox"/> | GATE MONITOR/EARLY ARRIVAL CONFIRMATION | - DUE WITH IN 30 DAYS OF APPLICATION SUBMISSION. |
| <input type="checkbox"/> | PROOF OF INSURANCE | - DUE WITH IN 30 DAYS OF APPLICATION SUBMISSION. |
| <input type="checkbox"/> | SPECIAL ACTIVITY CONFIRMATION | - DUE 2 WEEKS PRIOR TO RENTAL DATE. |
| <input type="checkbox"/> | MEAL SELECTIONS | - DUE 2 WEEKS PRIOR TO RENTAL DATE. |
| <input type="checkbox"/> | MEAL DEPOSIT | - DUE 2 WEEKS PRIOR TO RENTAL DATE. |
| <input type="checkbox"/> | ROSTER OF ATTENDEES | - DUE AT TIME OF CHECK IN — PRIOR TO RENTAL START. |
| <input type="checkbox"/> | FIRST AID/CPR STAFF | - DUE AT TIME OF CHECK IN — PRIOR TO RENTAL START. |
| <input type="checkbox"/> | CABIN ASSIGNMENT ROSTER | - DUE AT TIME OF CHECK IN — PRIOR TO RENTAL START. |
| <input type="checkbox"/> | ITINERARY/SCHEDULE OF ACTIVITIES | - DUE AT TIME OF CHECK IN — PRIOR TO RENTAL START. |

*Make all checks payable to: **CITY OF LOS ANGELES**

**Send all paperwork and fees to:

Griffith Park Boys Camp
4730 Crystal Springs Drive
Los Angeles, CA 90027

Balance due on all fees and charges is required two weeks prior to check-in.

MEALS

Menu plan and meal payments are due two (2) weeks prior to your rental date:

- Please see menu section for a complete listing of meal options.
- Choice of beverage and coffee/tea set-up are included with meals.
- Special meals are available at an additional cost (see “Special Meals” menu).
- Catering companies are not permitted to operate on camp grounds.
- Use of Camp Griffith Park Boys Camp kitchen by non camp staff is not permitted.

MISCELLANEOUS

- | | |
|----------------------------------|---|
| • TV or VCR/DVD: | \$50.00 ea. per day |
| • PA System: | \$50.00 per day |
| • Coffee: | \$50.00 per 100 cup pot |
| • FAX: | \$2.00 per page |
| • Photocopies: | \$.25 per page/copy |
| • Park Rangers: | \$50.00 per hour (4 hour minimum = \$200) |
| • Staff Led Activities: | Please Call (minimum \$20.00 per hour, per part-time staff) |
| • Ropes Course: | Please Call (minimum \$500 per day, plus staffing) |
| • Utilities (water, electricity) | \$25.00 per utility, per day |
| • Campfire Ring: | Please Call (By Special Permission Only, staffing fee will apply) |
| • Outdoor Cooking: | Please Call (By Special Permission Only, staffing fee will apply) |

CAMP-POSTABLES

Griffith Park Boys Camp is dedicated to composting our food waste products. In the dining hall there are three trash cans:

- Green is for all food waste, all paper plates, paper cups and bowls, as well as all ‘plastic’ tableware.
- Grey is for all packaging materials, wrappings and non-bio degradable items.
- Blue is for all plastic bottles or aluminum cans (as labeled)

Please help us in reaching our goal of 100% recycling by placing all trash items in the correct containers.

Name of Organization: _____ Date(s) of Event _____

Day Use Camp Rules

1. A printed program and activity schedule is required two weeks prior to group check-in and is subject to the Camp Director or designee approval.
2. The group leader **must** provide the camp staff with a list of names and cabin assignments of all persons in camp, for emergency and auditing purposes. The list is due within two (2) hours of check-in.
3. Group is responsible for their own first aid, emergency needs and transportation. Group **must** have one person on-site at all times who is currently certified in first aid and CPR. Please forward the name and proof of current certification of your designated medical/first aid person to the camp office two weeks prior to your outing.
4. Group **must** provide its own accident insurance. Proof is required within one month of application submission. The City of Los Angeles, Griffith Park Boys Camp carries **no** insurance for groups.
5. **NO SMOKING** is permitted in or around any buildings, cabins and/or restrooms. **SMOKING** is permitted **only** in specific areas designated by the Fire Department (check with camp staff on-duty).
6. **NO** alcohol, illegal drugs, fireworks, weapons, firearms and pets. Possession of these items will result in **immediate cancellation of rental and a loss of all rental fees.**
7. **NO** open or partial nudity. Actions of this type will result in immediate cancellation of rental and a loss of all rental fees.
8. City of Los Angeles, Griffith Park Boys Camp is not responsible for any lost or stolen items.
9. **Park in designated areas only. Parking is limited.** No parking in camp and/or on fire roads, any vehicles on such roads are subject to citations and/or towing of vehicle.
10. Fire alarm and extinguishers are to be used **only** in case of emergency **and** by an adult. **Any** false alarms or unnecessary use of extinguishers will result in the **loss of security deposit, immediate cancellation of rental** and may be subject to additional fines by the camp and/or the Los Angeles Fire Department.
11. Groups are to provide an orientation period at the start of activities to inform all person of camp rules, procedures and safety information according to camp standards.
12. Group leader and camp staff will conduct a walk through of facility upon arrival **and** prior to groups departure.
13. Dining room set-up is to be arranged by group, and **must** be put back in order **before** departure.
14. All Emergency Exits and door ways must remain clear and unobstructed for entering and exiting.
15. Program areas, dining hall and cabins **must** be swept/cleaned and debris (trash) picked up from the grounds **before** departure.
16. Signs and notices may be posted in designated areas only **and** must be removed before departure (including signs posted outside the camp grounds). Postings and posting tools must be approved by Camp Director or designee.
17. Group members **must** supply their own sleeping bags, towels, toiletries and personal items. The camp does not stock any personal or toiletry items.
18. The pay telephone may be used for all business and personal calls by the group. The phones in the office are **strictly** for camp business.
19. All forms of amplified sound (music, DJ equipment, lecture speakers, etc.) **require** prior approval. Please observe our quiet times between 11:00 pm—7:00 am.
20. Kitchen, climbing wall, ropes course, staff quarters, pool, office and director's house are **OFF LIMITS**. Trespassing in these areas will result in **immediate cancellation of rental and loss of all rental fees.**
21. Office hours for Day Rentals are as follows: 9:00 am till 5:00 pm. In case of emergency, please contact camp staff.
22. Any and all personal belongings are the **sole** responsibility of their owner. Personal sporting equipment should be used with **all** protective gear and under **strict** supervision.
23. Items of value are **not** recommended for camp. These items include, but are not limited to: radios, video games, jewelry, televisions, etc.
24. No food or drink (except water) are allowed outside of the Dining Hall.
25. Tables are for dining hall use only and are not permitted outside of the Dining Hall.
26. For your safety please do not sit or stand on tables or chairs.
27. Camp staff will be on duty at all items. In case of emergency, please contact camp staff.
28. Please plan ahead and bring any; presentation materials, paper, pens, string, scissors, tablecloths and/or any other related items before you arrive. Camp does not provide these items for rental group use.
29. Please keep in mind that we are guest in the natural environment at camp. Wild animals and insects live in and near camp, and will be seen from time to time. **Do not under any circumstances** approach, poke, chase or attempt to pick up any wild animal or insect — Severe injury may result.
30. Do not put hands, feet or face in or near holes in the ground: We have snakes and rodents on premises who make their homes in holes.
31. To prevent erosion, avoid tripping hazards and wild animals/insects please remain on designated walking paths/roads and areas only.
32. Group leader and camp staff will conduct a walk-through of facility upon the groups arrival **and** prior to group's departure.(Please allow minutes to 1 hour for the check-in process and check-out process.)

By my initials, I certify that I have read and understand the above camp rules. I agree that my group will abide by these rules at all times while renting the camp.

Initials: _____

Name of Organization: _____ Date(s) of Event _____

Camp Rental Worksheet and Preliminary Invoice

DAY RENTALS (9:00 a.m. until 5:00 p.m.)

Griffith Park Boys camp is available for rental by organized groups up to 180 persons during the off season on most weekdays for:

Monday — Thursday: **\$300 for 1st 2 hours (plus) + \$100 each additional hour**
Friday / Saturday / Sunday: **\$800 for 1st 8 hours (plus) + \$100 each additional hour**

Early check-in; before 9:00 am will charge \$200.00 per hour. Check-out time for all rental groups is 5:00 pm. \$5.00 per person will be levied for each hour (or fraction thereof) a group remains in camp beyond 5:00 pm; minimum charge is \$200.00 per hour: A \$450 fee is required for a reservation. This fee will be applied towards the total rental fees. Day Rentals entitles the group to the use of the Main Lodge, Lawn Area and Campfire Ring only.

Day Rental (9:00 a.m. till 5:00 p.m.) 75 person Minimum Charge Per Day

Monday - Thursday First 2 hours: \$300.00 + Additional Hours: _____ x \$100.00 \$ _____
 Friday, Saturday and Sundays First 8 hours: \$800.00 + Additional Hours: _____ x \$100.00 \$ _____
 Early Arrival/Start Before 9:00 am + \$200.00 Per Hour (or fraction of) \$ _____

Meals - (50 meal minimum)

	<u>Time</u>	<u># of Meals</u>	<u>Rate</u>	<u>Special Meal</u>	<u>Rate</u>	<u>Total</u>
Breakfast:	_____	_____	\$6.50 ea.	_____	\$7.00 — \$10.00 ea.	\$ _____
Lunch:	_____	_____	\$7.50 ea.	_____	\$8.00 — \$12.00 ea.	\$ _____
Salad Bar:	_____	_____	\$4.00 ea.	_____		\$ _____
Snack:	_____	_____	\$3.50 ea.	_____	\$5.00 ea.	\$ _____
Breakfast:	_____	_____	\$6.50 ea.	_____	\$7.00 — \$10.00 ea.	\$ _____
Lunch:	_____	_____	\$7.50 ea.	_____	\$8.00 — \$12.00 ea.	\$ _____
Salad Bar:	_____	_____	\$4.00 ea.	_____		\$ _____
Snack:	_____	_____	\$3.50 ea.	_____	\$5.00 ea.	\$ _____

Other Charges

Use of T.V. System: \$50.00 per day \$ _____
 Use of VCR: \$50.00 each per day \$ _____
 PA System: \$50.00 each per day \$ _____
 Coffee: After Meal Time \$50.00 per 100 cup pot \$ _____
 FAX: Sent or Received \$2.00 per page \$ _____
 Copies: \$.25 per copy \$ _____
 Staff: \$20.00 (minimum per hour, per staff) \$ _____
 Staff: \$20.00 (minimum per hour, per staff) \$ _____
 Ropes Course Please Call for Pricing and Availability \$ _____
 Other Charges: _____ \$ _____

Total Fees: \$ _____
Minus Deposit - \$450.00 Day Rental Fee: \$ _____
TOTAL BALANCE DUE: \$ _____

Minimum Refundable Security Deposit- \$250.00 (cannot be used toward rental fees)

Office Use Only:

Security Deposit Paid: \$250.00	Date _____	Receipt # _____	Staff Initials: _____
Deposit Paid: \$ _____	Receipt #: _____	Confirm. Sent: _____	Staff Initials: _____
Balance Paid: \$ _____	Receipt #: _____	Check #: _____	Staff Initials: _____
Security Deposit Return: Amt. Ref. \$ _____	Date Processed: _____	PV#: _____	

Name of Organization: _____ Date(s) of Event _____

Overnight Use Camp Rules

1. A printed program and activity schedule is required one week prior to group check-in and is subject to the Camp Director or designee approval.
2. The group leader **must** provide the camp staff with a list of names and cabin assignments of all persons in camp, for emergency and auditing purposes. The list is due within two (2) hours of check-in.
3. Group is responsible for their own first aid, emergency needs and transportation. Group **must** have one person on-site at all times who is currently certified in first aid and CPR. Please forward the name and proof of current certification of your designated medical/first aid person to the camp office two weeks prior to your outing.
4. Group **must** provide its own accident insurance. Proof is required within one month of application submission. The City of Los Angeles, Griffith Park Boys Camp carries **no** insurance for groups.
5. **NO SMOKING** is permitted in or around any buildings, cabins and/or restrooms. **SMOKING** is permitted **only** in specific areas designated by the Fire Department (check with camp staff on-duty).
6. **NO** alcohol, illegal drugs, fireworks, weapons, firearms and pets. Possession of these items will result in **immediate cancellation of rental and a loss of all rental fees.**
7. **NO** open or partial nudity. Actions of this type will result in immediate cancellation of rental and a loss of all rental fees.
8. City of Los Angeles, Griffith Park Boys Camp is not responsible for any lost or stolen items.
9. **Park in designated areas only.** Parking is limited (30 spaces maximum). No parking in camp and/or on fire roads, any vehicles on such roads are subject to citations and/or towing of vehicle.
10. Fire alarm and extinguishers are to be used **only** in case of emergency **and** by an adult. **Any** false alarms or unnecessary use of extinguishers will result in the **loss of security deposit, immediate cancellation of rental** and may be subject to additional fines by the camp and/or the Los Angeles Fire Department.
11. Groups are to provide an orientation period at the start of activities to inform all person of camp rules, procedures and safety information according to camp standards.
12. Dining room set-up is to be arranged by group, and **must** be put back in order **before** departure.
13. All Emergency Exits and door ways must remain clear and unobstructed for entering and exiting.
14. Program areas, dining hall and cabins must be **must** be swept/cleaned and debris (trash) picked up from the grounds **before** Departure.
15. Signs and notices may be posted in designated areas only **and** must be removed before departure (including signs posted outside the camp grounds). Postings and posting tools must be approved by Camp Director or designee.
16. The pay telephone may be used for all business and personal calls by the group. The phones in the office are **strictly** for camp business.
17. All forms of amplified sound (music, DJ equipment, lecture speakers, etc.) **require** prior approval. Please observe quiet times
18. between 11:00pm - 7:00am.
19. Kitchen, craft room, first aid, climbing wall, ropes course, staff quarters, pool, office and director's house are **OFF LIMITS**. Trespassing in these areas will result in **immediate cancellation of rental and loss of all rental fees.**
20. Office hours for Overnight Rentals are as follows: 9:00 am till 9:00 pm. In case of emergency, please contact camp staff.
21. Any and all personal belongings are the sole responsibility of their owner. Personal sporting equipment should be used with **all** protective gear and under **strict** supervision.
22. No food or drink (except water) are allowed outside of the dining hall.
23. Round tables are for dining hall use only and are not permitted outside of the dining hall.
24. For your safety please do not sit or stand on tables or chairs.
25. Please plan ahead and bring any; presentation materials, paper, pens, string, scissors, tablecloths and/or any other related items before you arrive. Camp does not provide these items for rental group use.
26. Please keep in mind that we are guest in the natural environment at camp. Wild animals and insects live in and near camp, and will be seen from time to time. **Do not under any circumstances** approach, poke, chase or attempt to pick up any wild animal or insect Severe injury may result.
27. Do not put hands, feet or face in or near holes in the ground: We have snakes and rodents on premises who make their homes in holes.
28. To prevent erosion, avoid tripping hazards and wild animals/insects please remain on designated walking paths/roads and areas only.
29. Group members **must** supply their own sleeping bags, towels, toiletries and personal items. The camp does not stock any personal or toiletry items.
30. Cabins are setup for sleeping shelters only, No 'Class Room' set- up is permitted. Beds and mattresses are **not** to be removed from the cabins. If cabin set-up is changed by the group, it must be returned to normal **prior** to departure.
31. No food or drinks (except water) are allowed in the cabin.
32. Group leader and camp staff will conduct a walk-through of facility upon the groups arrival **and** prior to group's departure.(Please allow 30 minutes to 1 hour for the check-in process and check-out process.)

By my initials, I certify that I have read and understand the above camp rules. I agree that my group will abide by these rules at all times while renting the camp.

Initials: _____

Camp Rental Worksheet and Preliminary Invoice

WEEKEND OVERNIGHT CAMP FEES (4:00 p.m. until 2:00 p.m.)

Griffith Park Boys Camp is available for rental by organized groups, up to 120 persons during the off-season and on most weekends from 4:00 pm Friday to 2:00 pm on check-out day (usually Sunday). Early check-in; before 4:00 pm will charge \$200.00 per hour. Check-out time for all rental groups is 2:00 pm. \$5.00 per person will be levied for each hour (or fraction thereof) a group remains in camp beyond 2:00 pm; minimum charge is \$200.00 per hour:

Overnight Fees **\$25.00 per person per night (50 person minimum)**
Visitor Fees **\$2.00 per person per day (no over night stay)**

A \$750 fee is required for a reservation. This fee will be applied towards the first night's lodging. Overnight rental entitles the group to the use of designated cabins, restrooms and showers appropriate for the number of guests staying. Rental also includes the scheduled use of the Main Lodge, Field, Cabin(s) and Campfire Ring only. Any person who attends your program, but does not spend the night, will be considered a visitor and charged accordingly.

Overnight Rental (4:00 pm till 2:00 pm next day) 50 person Minimum Charge = \$750 per night

# of Campers Fri. Night	\$750 + _____ +	\$25.00 / person (over 50 minimum)	\$ _____
# of Campers Sat. Night	\$750 + _____ +	\$25.00 / person (over 50 minimum)	\$ _____
Gate Monitor Fee	\$200 per 4 hours (6:00 pm—10:00 pm) per night		\$ _____
Early Arrival/Start	Before 4:00 pm	+ \$200.00 Per Hour (or fraction of)	\$ _____

Meals - (50 meal minimum)

<u>Time</u>	<u># of Meals</u>	<u>Rate</u>	<u>Special Meal</u>	<u>Rate</u>	<u>Total</u>
Friday Dinner: _____	_____	\$8.50 ea.	_____	\$10.00 — \$20.00 ea	\$ _____
Salad Bar: _____	_____	\$4.00 ea.	_____		\$ _____
Saturday Breakfast: _____	_____	\$6.50 ea.	_____	\$7.00 — \$10.00 ea.	\$ _____
Saturday Lunch: _____	_____	\$7.50 ea.	_____	\$8.00 — \$12.00 ea	\$ _____
Salad Bar: _____	_____	\$4.00 ea.	_____		\$ _____
Saturday Dinner: _____	_____	\$8.50 ea.	_____	\$10.00 — \$20.00 ea	\$ _____
Salad Bar: _____	_____	\$4.00 ea.	_____		\$ _____
Sunday Breakfast: _____	_____	\$6.50 ea.	_____	\$7.00 — \$10.00 ea.	\$ _____
Sunday Lunch: _____	_____	\$7.50 ea.	_____	\$8.00 — \$12.00 ea	\$ _____
Salad Bar: _____	_____	\$4.00 ea.	_____		\$ _____

Other Charges

Use of T.V. System:	\$50.00 per day	\$ _____
Use of VCR:	\$50.00 each per day	\$ _____
PA System:	\$50.00 each per day	\$ _____
Coffee: After Meal Time	\$50.00 per 100 cup pot	\$ _____
FAX: Sent or Received	\$2.00 per page	\$ _____
Copies:	\$.25 per copy	\$ _____
Snacks:	\$3.50 - \$5.00 per person (see snack menu)	\$ _____
Staff:	\$20.00 (minimum per hour, per staff)	\$ _____
Archery	Please call for Pricing and Availability	\$ _____
Ropes Course	Please Call for Pricing and Availability	\$ _____
Other Charges:	_____	\$ _____

Total Fees:

Minus Deposit - \$750.00 Overnight Rental Fee: \$ _____

TOTAL BALANCE DUE: \$ _____

Minimum Refundable Security Deposit- \$250.00 (cannot be used toward rental fees)

Office Use Only:

Security Deposit Paid: \$250.00	Date _____	Receipt # _____	Staff Initials: _____
Deposit Paid: \$ _____	Receipt #: _____	Confirm. Sent: _____	Staff Initials: _____
Balance Paid: \$ _____	Receipt #: _____	Check #: _____	Staff Initials: _____
Security Deposit Return: Amt. Ref. \$ _____	Date Processed: _____	PV#: _____	

Menu Selections

Fill out the attached menu form by selecting one (1) item from each group. Please be aware that some fruits and vegetables are seasonal and are not always available. Special menu planning is available with advance notice to the camp staff. Please request special meals menu. **50 person minimum for all meals and snacks!** Meal times will be as follow, unless otherwise specified:

Breakfast* (8:00 am) \$6.50/person, includes: milk,(2%/Soy) coffee, tea, orange or apple juice and cold cereal.

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
Breakfast Burritos (egg & cheese in flour tortilla)—do not choose from GROUP 3. Egg Mc Muffins (cheese, ham & egg on English muffin)—do not choose from GROUP 3! French Toast Omelette Style Eggs (w/cheese) Pancakes Scrambled Eggs	Bacon Chorizo (mixed w/eggs-Group 1) Cottage Cheese Ham Hash Browns Home Fries O'Brien Potatoes (w/bell peppers & onions) Sausage Yogurt (assort. flavors)	Banana Nut Muffins Bagels (with cream cheese) Blueberry Muffins Bran Muffins Coffee Cake Cream of Wheat English Muffins Oatmeal Tortillas (corn or flour)	Apple Wedges Bananas Canned Fruit Fresh Melons (seasonal) Fresh Pineapple (seasonal) Fruit Cocktail Grapefruit Halves Orange Quarters

Lunch (12:00 noon) \$7.50/person, includes: milk (2%/Soy) or punch, coffee and tea. * Salad Bar \$3.00 per person per meal.

<u>Group 1</u>	<u>Group 1 (Cont'd)</u>	<u>Group 2</u>	<u>Group 3</u>
Burritos Chili Mac Chinese Chicken Salad Grilled Cheese Hamburgers (veggie burgers avail.) Hot Dogs or Corn Dogs Macaroni & Cheese Patty Melt** Sloppy Joes Spaghetti Tacos (2) Tuna Casserole	BBQ Beef Sandwich** Chicken Nuggets Chicken Patty Sandwich Cold Cut Sandwich** Egg Salad Sandwich** Enchilada Casserole Fish Sticks French Dip Pizza (pepperoni or cheese) Quesadillas Tuna Melt** Tuna Salad Sandwich**	Baked Beans Chili Cole Slaw Corn Bread French Fries Garlic Bread Onion Rings Macaroni Salad Pasta Salad Potato Chips Potato Salad Refried Beans Salad Spanish Rice Soup Tater Tots Tortilla Chips (w/salsa)	Apples Oranges Pears Watermelon (in season) Cantaloupe (in season) Popsicles Ice Cream Cups Ice Cream Sandwiches Brownies Cookies (2) (chocolate chip, sugar, oatmeal-choose one type) Jell-O

**Sandwiches include a choice of bread: white, wheat, sourdough, rye, sub rolls, or pita (choose one only).

Dinner*(6:00 pm) 8:40/person, includes: milk (2%/soy) or punch, coffee and tea. * Salad Bar #3.00 per person per meal.

<u>Group 1</u>	<u>Group 1 (Cont'd)</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>	<u>Group 5</u>
Beef Stew Burritos Chicken (Baked, BBQ, Fried or Grilled) Enchiladas (chicken, beef or cheese) Fajitas (chicken or beef) Fish Sticks Meat Loaf Roast Beef Stir Fry (chick./beef) Tacos (chicken/beef)	Baked Ham Beef Stroganoff Chicken Parmesan French Dip Kabobs-chic/beef/veg Lasagna (beef/veggie) Pizza (var. toppings) Pot Pie (chicken, beef, turkey, veggie) Roast Turkey Spaghetti (meatballs, meat sauce or veggie)	Baked Potatoes French Fries Macaroni Salad Mashed Potatoes Mojo Potatoes Onion Rings Pasta (your choice) Pasta Salad Potato Salad Rice Pilaf Spanish Rice Stuffing White Rice	Baked Beans Broccoli (fresh) Carrots (fresh) Cole Slaw Corn on the Cob Cranberry Sauce Cut Corn Green Beans Italian Vegetables Mixed Vegetables Peas Refried Beans	Bread Sticks Biscuits Corn Bread Corn Tortillas Dinner Rolls Egg Rolls French Bread Flour Tortillas Garlic Bread Tortilla Chips (w/salsa)	Apple Crisp Brownies Cake (chocolate, white, lemon, or spice cake and white or chocolate frosting) Ice Cream Cups Ice Cream Sandwiches Jell-O Peach Cobbler Popsicles Pudding (choc. or vanilla) Strawberry Shortcake (seasonal)

\$3.50 snack menu (served between 2:30 pm and 4:00 pm or 8:00 pm-9:30 pm)

\$5.00 snack menu (served between 2:30 pm ad 4:00 pm only)

\$3.50 Person: includes punch <u>or</u> lemonade and two (2) items from column 1 only.			\$5.00 Person: includes one (1) soda and one (1) item from column 1, and one (1) item from column 2.		
<u>Column 1</u>			<u>Column 2</u>		
Apples Bananas Nectarines-seasonal Oranges Plums-seasonal Watermelon-seasonal	Cookies (indi. pkgs.- Granola Bars (assort.) Oreos, Swiss crème, fig Newton's) Potato Chips (plain, BBQ or Air Crisps) Pretzels	Ice Cream Cups Ice Cream Sand. Popsicles Push-Ups Tortilla Chips-w/salsa	Buffalo Wings Cheese & Crackers Fried Cheese Sticks Jalapeno Poppers Quesadillas (quarters) Taquitos Veggie Platter-w/dip	Chicken Nuggets Egg Rolls Fried Zucchini Tortilla Chips w/ guacamole Yogurt (assort.)	<u>Ice Cream:</u> Drumsticks Fruit Bars Ice Cream Sundaes (choc. or strawberry) Nestle Crunch

Special Meals

Breakfast Contact Camp for Price

<p><u>Belgian Breakfast</u></p> <p>Belgian Waffles w/strawberry or apple topping Choose one item from breakfast menu groups 2, 3, and 4.</p>	<p><u>Omelette Breakfast</u></p> <p>Choose omelette type-Denver (bell peppers, ham, cheese) OR Spanish (bell peppers tomatoes, onions, salsa) Choose one item from breakfast menu groups 3 and 4.</p>	<p><u>Quiche Breakfast</u></p> <p>Choose type of quiche (ham & cheese OR spinach/mushrooms/cheese) Choose one item from breakfast menu groups 3 and 4.</p>	<p><u>Fresh Cinnamon Rolls</u></p> <p>Fresh baked cinnamon rolls Choose one item from breakfast menu groups 1, 2, and 4.</p>
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Lunch \$8.00 - \$12.00 per person*

<p><u>Nacho Lunch</u></p> <p>Create your own nachos (beef or chicken, refried beans, cheese, tomatoes, olives, salsa, sour cream, jalapenos) Served with Spanish Rice Choose one item from Lunch menu group 3.</p>	<p><u>Deli Lunch</u></p> <p>Pastrami or Sub Sandwiches (sub.-choose 2 meats & 1 cheese) - served with pickles and Cole slaw or potato salad. Choose one item from lunch menu groups 2 and 3.</p>	<p><u>Tostada Lunch</u></p> <p>Tostada-served with fresh tostada shells, beef or chicken, lettuce, tomatoes, cheese, sour cream, salsa, olives, onions, jalapenos) Span. Rice & Refried Beans Choose one item from lunch menu group 3.</p>	<p><u>BBQ Lunch</u></p> <p>BBQ hamburgers <u>and</u> hot dogs-served with cheese, chili, onions and pickles. Choose one item from lunch menu groups 2 and 3.</p>
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Dinner \$10-\$20.00 per person*

<p><u>BBQ Feast</u></p> <p>BBQ steak <u>or</u> ribs (ribs-pick beef or pork) <u>and</u> chicken Choose one item from dinner menu groups 2, 3, 4, and 5.</p>	<p><u>Turkey Dinner</u></p> <p>Roast Turkey w/gravy Mashed Potatoes Stuffing Green Beans Biscuits Cranberry Sauce Pumpkin Pie</p>	<p><u>Mexican Dinner</u></p> <p>Choose two: taco, burrito, fajita, enchilada, quesadilla, taquito Served with Spanish Rice, refried beans, fresh tortilla chips and salsa. Homemade Churros</p>	<p><u>Chicken Cordon Bleu</u></p> <p>Chicken Cordon Bleu breaded w/ham & Swiss cheese Choice of Rice or Pasta Choose one item from dinner menu groups 3, 4, and 5.</p>
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*Salad Bar \$3.00 per person.

**As with all menu selections, the meal you choose will be for your whole group.

Name of Organization: _____ Date(s) of Event _____

<p style="text-align: center;"><u>Friday Dinner*** \$8.50 per person*</u></p> <p>Group 1: _____ Group 2: _____ Group 3: _____ Group 4: _____ Group 5: _____</p>	<p># Meals to be served*: _____ Time of Meal: _____ Circle: Soup or Salad Circle: Punch or Milk Circle: Buffet or Family Style *Salad Bar \$3.00 per person</p>
<p style="text-align: center;"><u>Saturday Breakfast*** \$6.50 per person</u></p> <p>Group 1: _____ Group 2: _____ Group 3: _____ Group 4: _____</p>	<p># Meals to be served: _____ Time of Meal: _____ Circle: Apple or Orange Juice Circle: Buffet or Family Style</p>
<p style="text-align: center;"><u>Saturday Lunch*** \$7.50 per person*</u></p> <p>Group 1: _____ Group 2: _____ Group 3: _____</p>	<p># Meals to be served*: _____ Time of Meal: _____ Circle: Soup or Salad Circle: Punch or Milk Circle: Buffet or Family Style *Salad Bar \$3.00 per person</p>
<p style="text-align: center;"><u>Saturday Dinner*** \$8.50 per person *</u></p> <p>Group 1: _____ Group 2: _____ Group 3: _____ Group 4: _____ Group 5: _____</p>	<p># Meals to be served*: _____ Time of Meal: _____ Circle: Soup or Salad Circle: Punch or Milk Circle: Buffet or Family Style *Salad Bar \$3.00 per person</p>
<p style="text-align: center;"><u>Sunday Breakfast*** \$6.50 per person</u></p> <p>Group 1: _____ Group 2: _____ Group 3: _____ Group 4: _____</p>	<p># Meals to be served: _____ Time of Meal: _____ Circle: Apple or Orange Juice Circle: Buffet or Family Style</p>
<p style="text-align: center;"><u>Sunday Lunch*** \$7.50 per person*</u></p> <p>Group 1: _____ Group 2: _____ Group 3: _____</p>	<p># Meals to be served*: _____ Time of Meal: _____ Circle: Soup or Salad Circle: Punch or Milk Circle: Buffet or Family Style *Salad Bar \$3.00 per person</p>
<p style="text-align: center;"><u>Snack Menu***</u></p> <p>Beverage: _____ Column 1: _____ Column 2: _____</p>	<p>Day: _____ Time: _____ Circle: \$3.50 or \$5.00 # of Snacks (50 min.): _____</p>
<p style="text-align: center;"><u>Snack Menu***</u></p> <p>Beverage: _____ Column 1: _____ Column 2: _____</p>	<p>Day: _____ Time: _____ Circle: \$3.50 or \$5.00 # of Snacks (50 min.): _____</p>

***Please choose only one item from each menu group and list on this form. When options are listed for main courses (i.e.-chicken or beef), please choose one only. If your group has a few vegetarians, we are able to make some main courses with and without meat (i.e.-lasagna, spaghetti, quesadillas, etc.). Group leaders should keep this in mind when making menu choices. Any entree listed under "Lunch" can also be served for "Dinner". No other substitutions will be made without the camp director's approval. Meal selections are for the whole group...meals cannot be made separately for different numbers of people (i.e.-if you choose tacos, your entire meal group will have tacos). All meal and snack selections are due to the camp office, along with the minimum food payments (minimum 50 people per meal and/or snack), two (2) weeks prior to your group's outing/event. Any changes must be received in writing at least one (1) week prior and are subject to approval.