



# THE PRESBYTERY OF GENEVA



2266 State Route 54A, Penn Yan, New York 14527  
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Rev. Joelle Davis  
Executive Presbyter

Rev. Thomas D. Montgomery  
Stated Clerk

**BEFORE SENDING CONTRACT, CALL THE PRESBYTERY OFFICE TO CONFIRM DATE AVAILABILITY. NO CONTRACT WILL BE HONORED THAT HAS NOT FIRST CONFIRMED DATES WITH THE CAMP REGISTRAR.**

DATE:

TO:

FROM: Presbytery of Geneva Office

RE: Reservation Contract & Use Agreement for Camp Whitman on Seneca Lake

**Please review the enclosed information carefully. We have made many changes to our Reservation Contract & Use Agreement. Please note the new format and updated fees for Shared Use, Exclusive Use and Day Use of the camp.**

Enclosed you will find the Reservation Contract and Use Agreement. All groups need to provide the Presbytery of Geneva Office with the following information:

**Return to us by \_\_\_\_\_**

- \_\_\_\_\_ Signed Contract
- \_\_\_\_\_ Signed Use Agreement
- \_\_\_\_\_ Deposit \$ \_\_\_\_\_

**Required in our office by \_\_\_\_\_**

- \_\_\_\_\_ Certification of Insurance Coverage with Camp Whitman on Seneca Lake named as an additional insured party under said policy.
- \_\_\_\_\_ Total remaining fee of \$ \_\_\_\_\_

**If the deposit and remaining fee is not received by the above dates, the site is not reserved.**

PRESBYTERY OF GENEVA  
2266 State Route 54A, Penn Yan, New York 14527  
(315) 536-7753  
(315) 536-2128 (Fax)

**RESERVATION CONTRACT FOR CAMP WHITMAN ON SENECA LAKE**

Date of reservation \_\_\_\_\_ Name of Group \_\_\_\_\_

Number of People for Day Use \_\_\_\_\_ Number of People for Overnight \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Arrival: Date \_\_\_\_\_ Time\*\*\* \_\_\_\_\_ \*\*\*

Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

\*\*\* If you are going to be more than 1 hour late you must notify the Site Manager at (315) 719-8391 or you may find the camp locked!

**SHARED USE RATES FOR OVER NIGHT ACCOMODATIONS**

**This contract begins with on-site occupation, including set up time.** The camp will be open at 8:00am the day of arrival until 4:00pm on the day of departure. All group members must be off-site by 4:00pm on the day of departure.

**Overnight accommodations:**

(Please fill in the number of cabins or tent/trailer sites and the number of nights requested)

\_\_\_\_\_ tent/trailer site(s) @ \$10.00 per night x \_\_\_\_\_ nights = \_\_\_\_\_  
(There is no water or electric hookup available for trailers. Tents and trailers must be situated on sites approved by the Site Manager.)

\_\_\_\_\_ Cabins (4 people maximum) @ \$20.00 per night x \_\_\_\_\_ nights = \_\_\_\_\_  
(There is no water or electric available in 4-person cabins. There are a maximum of (33) thirty-three 4-person cabins available.)

\_\_\_\_\_ Cabins (6 people maximum) @ \$30.00 per night x \_\_\_\_\_ nights = \_\_\_\_\_  
(There are two 6-person cabins available, each with 3 bedrooms. These cabins have electricity, water, refrigerator and a bathroom with shower)

\_\_\_\_\_ Pine Village Lodge (8 people max.) @ \$35.00 per night x \_\_\_\_\_ nights = \_\_\_\_\_  
(This lodge is one open room with water, electric, a refrigerator, sink and electric cook top. There is no bathroom in this lodge.)

\_\_\_\_\_ Oak Village Lodge (8 people max.) @ \$35.00 per night x \_\_\_\_\_ nights = \_\_\_\_\_  
(This lodge is one open room with water (a sink) and electricity. There is no bathroom in this lodge.)

TOTAL \_\_\_\_\_

**EXCLUSIVE USE RATES FOR TOTAL CAMP – OVER NIGHT ACCOMODATIONS**

Exclusive rates are per day/night. **This contract begins with on-site occupation, including set up time.** The camp will be open at 8:00am the day of arrival until 4:00pm on the day of departure. All group members must be off-site by 4:00pm on the day of departure. Camp Whitman can accommodate a maximum of 500 people on site at any one time. Tents and trailers must be situated on sites approved by the Site Manager.

\_\_\_\_\_ days/night @ \$500/day = \_\_\_\_\_

TOTAL \_\_\_\_\_

**DAY USE RATES FOR EITHER SHARED OR EXCLUSIVE USE**

There is an additional fee of \$3 per person per day for people using the site for the day only.

\_\_\_\_\_ Number of people @ \$3.00/person x \_\_\_\_\_ nights = \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

- Both Shared and Exclusive rentals include the use of the Main Lodge, Dining Hall and kitchen, the swimming pool when available, shower house, lakefront, canoes, campfire areas, trails and the low ropes course.
- Please note that as it implies, Shared use means that other groups may be renting portions of the site at the same time, along with sharing all the facilities named above.
- Ice is available for \$1.00/bag
- Firewood is available for \$10.00 (tractor bucket load)

**RESERVATION FEES & CERTIFICATION OF INSURANCE**

Deposit

The deposit is applied to your total rental fee and is non-refundable

For non-exclusive use	Deposit of \$200
For exclusive use	Deposit of \$500

The deposit is not refundable. **There will be no refund of any of your fees if cancellation occurs within 120 days prior to the start of your event.**

The undersigned states that he/she is the duly authorized representative of:

(Group Name): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**USE AGREEMENT FOR CAMP WHITMAN ON SENECA LAKE**  
***Terms and Conditions***

**1. Description of Premises – Camp Whitman on Seneca Lake** agrees to permit Licensee to use the property identified in the Agreement as “Facility” according to the following terms and conditions. The Agreement includes the use of all areas of the Facility, except those which Camp Whitman on Seneca Lake expressly excludes by so notifying the Licensee’s representative upon his/her arrival at the Facility.

**2. Food Service** – Licensee normally prepares its own food. The Licensee assumes all responsibility for any foods prepared, and for all activities incident to their preparations, and shall hold Camp Whitman on Seneca Lake and the Facility owner harmless from any and all liability therein.

**3. Use of Premises and Schedule** – During the term of this Agreement, Licensee shall use the Facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations. Licensee shall notify Camp Whitman on Seneca Lake of the nature of its program, and shall supply Camp Whitman on Seneca Lake with information concerning the program upon submission of the contract. Camp Whitman on Seneca Lake prohibits hunting, fireworks, firearms, ammunition, and explosives at the Facility. The use of gasoline, flammables, poisonous substances, and hand and power tools are restricted. Prior authorization from the Site Manager must be obtained.

No one shall enter the pool area unless a Red Cross certified lifeguard, 18 years or older, is supervising the pool area. The Swimming pool is available from Memorial Day weekend through Labor Day weekend, weather and maintenance permitting. A lifeguard with a Waterfront Lifeguarding Certification card is required for lakefront boating. Swimming is prohibited in the lake and at the pond.

**4. Utilities** – Camp Whitman on Seneca Lake shall provide water, electricity, and garbage disposal without charge to Licensee.

**5. Maintenance**

a. Camp Whitman on Seneca Lake shall maintain the Facility in good condition and repair. Camp Whitman on Seneca Lake shall provide beds, mattresses, kitchen utensils, dishes, and other equipment necessary for the operation of the Facility. Licensee agrees to assist in keeping the Facility clean, and shall leave the Facility free of defacement.

b. Groups that exceed 150 people need to provide under their own contract port-a-johns to be on site for the duration of their stay. One additional port-a-john is required for every additional 50 people.

**6. Health and Safety**

a. Camp Whitman on Seneca Lake does not provide medical supervision, treatment, maintenance, or dispensing of medications for guest season campers. These responsibilities belong to the Licensee.

b. Licensee agrees to furnish a qualified adult to provide basic health supervision. The minimal requirement is a qualified adult at least 18 years of age who possesses a current certification card for Community, or Basic First Aid with age-appropriate CPR. **Licensee must bring own first aid supplies and equipment.**

c. Licensee agrees to furnish at least one staff person age 18 years or older, for each ten campers age 15-18, for each eight campers age 9-14, and for each six campers age 6-8.

d. Emergency transportation is available through local emergency response groups by dialing 911. Licensee agrees to furnish non-emergency transportation.

e. Licensee will prohibit smoking by participants under 18 years old. Smoking by adults may not occur within any of the buildings. The Licensee shall warn all persons of the hazards of indiscriminate smoking at the Facility. Open fires may be built only in the campfire area. It is understood that both Camp Whitman on Seneca Lake and Licensee must comply with all lawful orders of appropriate fire control officials.

f. Use of vehicles at the Facility is restricted to roads and parking areas designated by the Site Manager. Posted speed limits shall be obeyed.

(over)

**7. Liability for Injury to Persons or Property**

- a. Licensee agrees to supervise and to assume full control and responsibility for any persons, entities or things other than Camp Whitman on Seneca Lake personnel or property who/which are, for any reason, on the Facility by reason of Licensee’s program or use of the Facility.
- b. Licensee agrees to defend, indemnify and hold harmless Camp Whitman on Seneca Lake (Presbytery of Geneva) and its past, present and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in any way connected with Licensee’s actions and/or failure(s) to act in respect of its use of the Facility.
- c. For the purpose of this section, “any person” includes, but is not limited to, Licensee’s agents and employees, participants in Licensee’s program, and Licensee’s visitors.
- d. Licensees, who contract for usage of the Facility, shall submit proof of insurance coverage, and shall name Camp Whitman on Seneca Lake as an insured party under said policy.

**8. Miscellaneous**

- a. Licensee warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.
- b. This Agreement may be altered or amended only by written agreement of both parties.
- c. Camp Whitman on Seneca Lake reserves the right to require that the Licensee remove from the Facility any persons in, or in any way connected with, Licensee’s group who, in the sole opinion of Camp Whitman on Seneca Lake, are creating a disturbance or who are otherwise disrupting activities on said Facility. Licensee agrees to permit only authorized persons to enter the Facility and shall take all necessary steps to remove unauthorized persons from said Facility.
- d. Licensee agrees that the total number of participants using the buildings on the premises will not exceed the Facility Building Maximum capacity at any time. The Licensee also agrees that they will not exceed the 500 maximum number of people on the entire site at any time.

**9. Termination**

- a. Camp Whitman on Seneca Lake may terminate this Agreement without any liability upon ten (10) days prior written notice to Licensee either 1) without cause or 2) upon a determination by Camp Whitman on Seneca Lake, in its sole and exclusive judgment, that the requirements of the State Fire Marshal, the New York Department of Health, statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on Camp Whitman on Seneca Lake.
- b. In the event of cancellation by Licensee, the deposit is not refundable. Any additional monies remitted will be refunded, provided Camp Whitman on Seneca Lake receives written notice of the termination no later than 120 days prior to the start of your event. **There will be no refund of any of your fees if cancellation occurs within 120 days prior to the start of your event.**

Please sign this agreement and the attached sheet indicating agreed upon dates, times, costs, and services Camp Whitman on Seneca Lake will provide, and return it to Presbytery of Geneva/Camp Whitman on Seneca Lake, 2266 State Route 54A, Penn Yan, NY 14527, immediately along with the deposit, to reserve dates on our calendar.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Duly Authorized Representative of \_\_\_\_\_