



Welcome WORKBOOK

Camp Sylvester



NEW *Flex* REGISTRATION

New Registration Options, New Camper Opportunity!

Powered by: CampSylvester.org



ONLINE REGISTRATION

Explore Your Registration and Payment Plan Options.



PAPER REGISTRATION

Proceed with Traditional Paper Registration.

campfires • snowboarding • cabins • hiking • fishing





Camp Sylvester

One Dodge Ridge Road, Pinecrest, CA 95364
www.campsylvester.org

Open 363 Days a Year

Visit for Any Reason. Every Season!

Camp Sylvester Group/Guest Welcome Packet

RE: 'Reunite with Alpine Tradition'

Dear Camp Sylvester Guest,

Thank you for choosing Camp Sylvester to host your next retreat. Camp Sylvester has been helping to create memories since 1927 and welcomes your group to the Camp Sylvester family of guests. To insure the best for your upcoming stay please see the attached worksheets to help you plan your visit. Additional information can be found at www.CampSylvester.org. We look forward to your stay, if you have any questions and/or comments please feel free to call at your convenience.

Sincerely,

Irene Ulm
Director of Operations
Camp Sylvester, Pinecrest
irene@campsylvester.org
(209) 402-9871

cc: Kenny J. Peterson
Site Services, Marketing Manager
Camp Sylvester, Pinecrest
ken@campsylvester.org
(209) 968-5372

Camp Sylvester
www.campsylvester.org
Pinecrest, California
Established 1927

campfires • winter sports • cabins • hiking • fishing





RESERVATION REQUIREMENTS

Quick Reference Check-List

Return the following Required Documents with your 'Reservation Agreement' to complete your event reservation. For questions or comments regarding the Reservation Agreement, Deposits, Waivers or Insurance requirement please feel free to call at your convenience.

Signed 'Reservation Agreement'

Review 'Reservation Agreement', sign in noted location(s),

Mail to: Camp Sylvester P.O. Box 1479 Pinecrest, CA 95364

- Would your group/guests be interested in online Camper registration, payment and/or product ordering?



ONLINE REGISTRATION

Explore Your Registration and Payment Plan Options.

[Register Now!](#)

[Manage Account](#)

Cleaning Deposit Check

Review 'Rental-Use Agreement' document and provide a Cleaning Deposit check for \$150.00, payable to Camp Sylvester. Attach check to 'Reservation Agreement' and mail to address provided.

Guest Reservations Deposit Check

Review the 'Reservation Agreement' document and provide a 'Reservation Deposit' check payable to Camp Sylvester. Your 'Reservation Deposit' check will total 1/3 the total rental charges based on the minimum number of expected guests. Attach 'Reservation Deposit' check to 'Reservation Agreement' and mail to address provided.

Catering Meal-Service Worksheet

Complete the 'Meal-Service Worksheet' or select 'opt-out' and return 'Meal-Service Worksheet' with your 'Reservation Agreement'.

- Would your group/guests be interested in self-serve, meal-service menu planning assistance?

Signed Waiver

Sign and return a completed 'Waiver and Rental-Use Agreement', signed name on returned 'Waiver and Rental-Use Agreement' must be 'Person in Charge of Making Arrangements' listed on the 'Reservation Agreement'. Note: Prior to check-in you will be required to submit one completed 'Waiver and Rental-Use Agreement' per guest visiting Camp Sylvester.

Insurance Certificate

Review 'Insurance Certificate' requirements. See sections: 10-(A), 10-(B) on your 'Reservation Agreement'. Attach 'Insurance Certificate' to 'Reservation Agreement' and mail to address provided.

Questions or Comments Please Contact:

Irene Ulm

Director of Operations
Camp Sylvester, Pinecrest
irene@campsylvester.org
(209) 402-9871

Kenny J. Peterson

Site Services, Marketing Manager
Camp Sylvester, Pinecrest
ken@campsylvester.org
(209) 968-5372



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www.campsylvester.org

Sample 'Reservation Agreement'

Visit for Any Reason, Every Season!

RESERVATION AGREEMENT

Camp Sylvester • Pinecrest • Tuolumne County
Mail to: P.O. Box 1479, Pinecrest, CA 95364
Camp Phone 209/965-3172

Name of organization making application _____

Person in charge of arrangements _____

Address _____ City/State/Zip _____

Date of use: Time of arrival of first person Date _____ Time _____

Time of departure Date _____ Time _____

Rental charges \$ _____ Per Person _____

Est. attendance (max at any one time) _____

Minimum charge _____ Deposit required _____ Amount _____

Deposit due 90 days prior to arrival, deposit refunded only if camp can be re-rented.

Applicant and Camp Sylvester Agree that:

- 1) The premises are to be used exclusively by applicant, applicant shall not permit use of the camp by others, and applicant shall use only those facilities permitted by Camp Sylvester.
- 2) Applicant agrees to take good care of the property and to leave it in clean condition.
- 3) Applicant will submit daily attendance reports to the caretaker.
- 4) The camp caretaker, an employee of Camp Sylvester, will open and close camp, instruct you on the use of equipment, and provide supplies such as toilet paper, light bulbs, dishwashing soap, etc. Any equipment failure must be reported to the caretaker.
- 5) The applicant is required to do daily cleaning. It is not the caretaker's job to clean lavatories or other buildings while campers are in camp.
- 6) Each camp group must be instructed in fire prevention. The caretaker will provide instruction on fire safety.
*No portable space heaters allowed.
- 7) Applicant agrees to be responsible for all damages or injury done to persons or property by applicant or anyone on the premises with applicant's consent.
- 8) Applicant waives all claims against Camp Sylvester, its directors, officers, employees, and members, for damages, from any cause, to property or injuries to person in, upon or about the property.
- 9) Applicant agrees to indemnify and hold harmless the Camp Sylvester directors, officers, employees and members against:
 - (A) Any and all liability, claims, demands, damages, or costs, including reasonable attorney fees, out of or from any accident or other occurrence, on or about the property relating to applicant's use thereof causing injury or damage to any person or property; and
 - (B) any failure of the applicant to comply with and perform all the requirements and provisions in this agreement.
- 10) Organization shall carry, at their own expense, appropriate insurance. This will include:
 - (A) Liability insurance against accidents, bodily injury and property damage (with liability limits of at least \$1,000,000, for injuries to property and persons for any accident or occurrence happening on or in connection with applicant's use of the premises.
 - (B) Valid and enforceable Workers Compensation Insurance applicable to any employees that Applicant has on the premises. A certificate of insurance evidencing such coverage shall be furnished to Camp Sylvester, naming us as additional insured.
- 11) Applicant shall obtain a release, signed by or on behalf of each person using the premises, in the form provided by Camp Sylvester.
- 12) Signature of applicant. I acknowledge that I have read the agreement and the rules attached, and fully understand its terms and conditions.

Name of Organization

Dated

Accepted for Camp Sylvester

By _____

By _____

Title

Submit two copies of this agreement, a signed copy will be returned.

**See attached form of RELEASE
(COPY TO BE SIGNED BY EACH ADULT USING THE FACILITY, OR, IF THEY ARE MINORS, BY A PARENT OR GUARDIAN)**



Camp Sylvester

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Let us cater your next event/retreat, help you locate a caterer of your choice or assist in planning your own self-serve, meal-service menu.

The following worksheet offers a guide to help you plan for a successful event at Camp Sylvester. Below are on-site catering options thru Camp Sylvester with information regarding price per person, per meal. Meal-Service includes: food, beverages and paper-product supplies.

Catering options are flexible and can be adjusted, call for more information or to tailor a catering meal-service program to meet your event needs, prices vary by season and product availability, call for detail.

Please choose (1)-one category meal option per meal, per day for catering meal-service. Example: Day one, Breakfast (#2); day two, Breakfast (#6).

Catering Meal-Service Worksheet

Additional forms available at www.CampSylvester.org

Opt-Out:	<input type="checkbox"/>
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Select 'Opt-Out' if you plan to provide your own catering service or wish to create a self-serve, meal-service menu.

Event Date:	<input type="text"/>
Event Title:	<input type="text"/>

For smaller group guests (25-50) persons, an on-site catering Service Fee per day will apply to assist meal-service crews sustain quality service. Thank you for your understanding.

Service Fee:	\$250.00 per day
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Selection:	Category:	Proposed Mealservice Menu (per person):	Price Per Person, (25-50):	Price Per Person, greater than (51):
	Self-Serve	Average Breakfast	\$2.50-\$3.50	\$1.50-\$2.50
	Self-Serve	Average Lunch	\$3.00-\$5.50	\$3.50-\$5.00
	Self-Serve	Average Dinner	\$4.50-\$8.00	\$4.00-\$7.00
	Breakfast (#1)	(1) Bowl Cold Cerel, Fresh Fruit, Juice or Milk, Hot Coco, Coffee	\$6.50	\$5.50
	Breakfast (#2)	(1) Biscuits & Gravy, Fresh Fruit, Juice or Milk, Hot Coco, Coffee	\$7.00	\$6.00
	Breakfast (#3)	Hashbrowns, Scrambled Eggs, Fresh Fruit, Juice or Milk, Hot Coco, Coffee	\$7.00	\$6.00
	Breakfast (#4)	(2) Pancakes, Scrambled Eggs, (2) Sausage Links, Juice or Milk, Hot Coco, Coffee	\$7.00	\$6.00
	Breakfast (#5)	(1) Large Cinnamon Roll, (3) Bacon Strips, Applesauce, Juice or Milk, Hot Coco, Coffee	\$7.00	\$6.00
	Breakfast (#6)	(1) Bowl Cold Cerel, (1) Fresh Muffin, Fresh Fruit, Juice or Milk, Hot Coco, Coffee	\$7.00	\$6.00
	Lunch (#1)	(1) Turkey/Ham Cold Cut Sandwich, Chips, Baby Carrots, Punch, Iced Tea, Fresh Water	\$9.00	\$8.00
	Lunch (#2)	(2) Beef Tacos, Topping Bar, Fresh Fruit or Salad, Punch, Iced Tea, Fresh Water	\$9.00	\$8.00
	Lunch (#3)	(2) Grilled Cheese Sandwiches, Potato Salad, (1) Brownie, Punch, Iced Tea, Fresh Water	\$9.00	\$8.00
	Lunch (#4)	(3) Chicken Tenders, (8) Tater Tots, Fresh Fruit, Punch, Iced Tea, Fresh Water	\$9.00	\$8.00
	Lunch (#5)	(1) Corn Dog, French Fries, Fresh Fruit, Ice Cream Bar, Punch, Iced Tea, Fresh Water	\$9.00	\$8.00
	Lunch (#6)	(2) Hot Dogs, Hot Dog Toppings, Chili, (1) Brownie, Punch, Iced Tea, Fresh Water	\$9.00	\$8.00
	Dinner (#1)	Meat Sauce Spaghetti, Green Bean w/Bacon, Garlic Bread, Coffee, Punch, Iced Tea, Fresh Water	\$13.00	\$12.00
	Dinner (#2)	Meat Lasagna, Green Salad, Garlic Bread, Coffee, Punch, Iced Tea, Fresh Water	\$13.00	\$12.00
	Dinner (#3)	Mac-n-Cheese, Fresh Vegetables, Green Salad, Coffee, Punch, Iced Tea, Fresh Water	\$13.00	\$12.00
	Dinner (#4)	(2) Baked Peppered Chicken, Rice Pilaf, Green Salad, Coffee, Punch, Iced Tea, Fresh Water	\$13.00	\$12.00
	Dinner (#5)	(2) Pizza Slices, Green Salad, Coffee, Punch, Iced Tea, Fresh Water	\$12.00	\$11.00
	Dinner (#6)	(1) BBQ Hamburger (weather pending), Burger Toppings, Macaroni Salad, Punch, Iced Tea, Fresh Water	\$13.00	\$12.00
	Dinner (#7)	Seasoned Tri Tip, Mashed Potatos, Steamed Vegetables, , Coffee, Punch, Iced Tea, Fresh Water	\$15.00	\$14.00
	Desert (#1)	(1) Slice Fresh Baked Pie, (2) Cookies	\$2.50	\$2.50
	Desert (#2)	(1) Chocolate Pudding Cup, Whipped Cream and Fresh Fruit Topping	\$2.00	\$2.00



Camp Sylvester

One Dodge Ridge Road, Pinecrest, CA 95364
www.campsylvester.org

Waiver and Rental Use Agreement

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Camp Sylvester Waiver, Release and Indemnity

I understand and agree that my participation in events, programs, races, or activities organized, operated, conducted and/or sanctioned by Camp Sylvester is conditional upon my execution of this document.

1. I am aware that camping and related activities involve the possibility of **injury or death**.
2. **I accepts these risks**, and all others arising from these events and programs, even if arising from the negligence, gross negligence or negligent rescue by those associated in any way with the Camp Sylvester events and programs I may be involved in, the venues at which these events and programs takes place or by those organizing, officiating, or participating in these events and programs throughout the year, including their respective officers, directors, employees, agents, servants, volunteers and representatives (the "Releasees").
3. I understand that all applicable rules for participation must be followed and that **SOLE RESPONSIBILITY FOR MY PERSONAL SAFETY REMAINS WITH ME**, including my physical and emotional preparation and fitness to participate in all events and programs throughout the year.
4. I undertake and agree to remove myself from participation if I sense or observe any unusual hazard or unsafe condition.
5. I give, a **FULL RELEASE AND WAIVER OF LIABILITY AND ALL CLAIMS** that I have, or may have in the future, against Camp Sylvester, participating program organization, and all other Releasees from all liability for any loss damage, injury or expense that I may suffer as a as a result of my participation in any part or parts of the events or programs or my presence at any venue at which they may take place, due to any cause whatsoever including the forms of negligence set forth in paragraph (2) above or from any breach of contract or statutory duty or other duty of care including any duty of care owed by the Releasees.
6. **I AGREE NOT TO SUE** and I further agree **TO INDEMNIFY AND SAVE HARMLESS** the Releasees from all expenses, fees, liability or damage award or cost of any type whatsoever arising from my participation in these events or programs. **I HAVE READ AND UNDERSTOOD THIS WAIVER, RELEASE AND INDEMNITY.** I am aware that by signing this agreement I am waiving substantial legal rights (on my behalf and on behalf of the heirs, executors, administrators and next of kin), including the giving up of my rights to sue.

Name: _____

Signature: _____ Date: _____

PARENTAL CONSENT FOR MINOR PARTICIPANT and INDEMNITY AGREEMENT

I have read and understood the above waiver, release and indemnity, and have discussed the same with the minor person signing above. I am satisfied the said minor understands the waiver and release and his/her obligations are set out. In consideration of the participation of my minor child/ward I too agree to waive, release and indemnify the Releasees, including Camp Sylvester and any related individual employee or agent thereof, in the terms set out above. I am aware that by signing this agreement I am waiving substantial legal rights, which my minor child/ward and I, our respective heirs, executors, administrators and next of kin may have against the Releasees.

Name: _____

Signature: _____ Date: _____



Camp Sylvester General Facility Use Agreement

1. I accept and agree to take good care of Camp Sylvester property and leave it in clean condition, free of damage.
2. I understand that Camp Sylvester and/or its employee do not provide cleaning services. All guests and/or groups are required to do daily cleaning. It is **NOT** the Site Services Manager duty or responsibility to clean facilities, bathrooms or other buildings. Each group upon departure is required to **complete a comprehensive cleaning of all facilities used**. A detailed cleaning check-out list will be provided to the 'person in charge' as defined on the 'Reservation Agreement' the afternoon prior to the day of departure. Failure to complete cleaning of all facilities used prior to departure may result in partial or total forfeit of 'Cleaning Deposit'.
3. The Site Services Manager, an employee of Camp Sylvester, will open and close cabins, instruct you on use of equipment and provide **basic supplies including:** electric service (for general use), running water (hot water limited), toilet paper, paper towels, light bulbs, hand soap, hair and body wash, appropriate surface and floor detergents and cleaner for sanitation management. Any equipment failures shall be reported to the Camp Sylvester Site Services Manager.
4. General Facility Use furnishings include beds for **up to (220) persons** or as defined on the contracted Reservation Agreement, an equipped kitchen and dining area, firewood and a wood burning fireplace/fire pit. **All guests to furnish bedding** (sheets, blankets, sleeping bag and/or pillow), hygiene products, bathing towel, food or any other item necessary.
5. I acknowledge and accept that Camp Sylvester facilities may be rented independently of other on-site facilities and services. I agree to maintain the privacy of other guests/groups that may be staying on site and will not intrude or interrupt other guests and/or groups staying at Camp Sylvester during the rental period. Rental of Camp Sylvester does not include open use of other on site areas not defined on the contracted Reservation Agreement such as: other recreation and/or dining halls, amphitheater, sport courts/fields and/or bathroom facilities.
6. **I accept and agree to be responsible for all damages** or injury done to persons or property while on the Camp Sylvester property. I understand I may be individually charged for damages and agree to pay for repair and/or replacement of damaged property including labor and materials.
7. I understand that area **heating units are for use during cooler season months (September-May)** and will not be available for use during the summer season unless determined necessary by the Camp Sylvester Site Services Manager.
8. I understand that additional rules and regulations are posted on site and will do my part to review and understand these additional rules and regulations apply during my stay at Camp Sylvester.
9. I understand that **no pets are allowed** at Camp Sylvester expected those certified for medical need (example: seeing eye dogs).
10. I understand tampering with emergency and safety equipment is a **punishable felony** and may result in fines up to **\$500.00** per occurrence/incident.
11. I understand that **cleaning charges of \$150.00** per occurrence and **finest of \$50.00** per occurrence will be charged to the camper and/or the contracted organization for discharging fire extinguishers in a non-emergency.
12. I understand that National Forest Service Law defines that the hours between **10:00 PM – 6:00 AM are 'Quiet Hours'** and I will respect Camp Sylvester's neighbors and reduce excess noise during 'Quiet Hours'.
13. I understand that National Forest Service Law does **NOT** permit the use of equipment that generate **amplified sound** such as stereos, loudspeakers, DJ equipment or excessively loud / amplified instruments (example: drums, electric guitar).
14. I understand that **smoking is not permitted** anywhere on or adjacent to the Camp Sylvester site.
15. I understand that available vehicle **parking is limited** at Camp Sylvester and I will do my part to organize available carpools for myself and my guests.
16. I understand that Camp Sylvester is located in a natural environment setting and is subject to alpine weather conditions including snow and heavy rains. I acknowledge that it is my responsibility to **understand weather reports** and be prepared for unexpected weather conditions and its affect such as ground flooding and power outages.
17. I understand that **'Acts of God'** or situations outside the control of Camp Sylvester (unexpected severe weather, power outages) are not grounds for contract cancellation.
18. I understand that in a case where unexpected severe weather or situations such as a power outage significantly impact my stay, well beyond what may be expected, I **MAY** be giving the opportunity to reschedule my stay/event. I understand that approval for rescheduling is **very rare** and if rescheduling is permitted, as determined by the Camp Sylvester Director of Operations, I must reschedule my stay/event **within (6) months** of the original scheduled date.

Initial: _____



Camp Sylvester

Thiemann Hall/Townhouse Facility Use Agreement

1. I accept and agree to take good care of Camp Sylvester property and leave it in clean condition, free of damage.
2. I understand that Camp Sylvester and/or its employee do not provide cleaning services. All guests and/or groups are required to do daily cleaning. **It is NOT the Site Services Manager duty or responsibility to clean facilities**, bathrooms or other buildings. Each group upon departure is required to complete a comprehensive cleaning of all facilities uses. A detailed cleaning check-out list will be provided to the 'person in charge' as defined on the 'Reservation Agreement' the afternoon prior to the day of departure. Failure to complete cleaning of all facilities used prior to departure may result in partial or total forfeit of 'Cleaning Deposit'.
3. The Site Services Manager, an employee of Camp Sylvester, will open and close cabins, instruct you on use of equipment and provide **basic supplies including**: electric service (for general use), running water (hot water limited), toilet paper, paper towels, light bulbs, hand soap, hair and body wash, appropriate surface and floor detergents and cleaner for sanitation management. Any equipment failures shall be reported to the Camp Sylvester Site Services Manager.
4. Thiemann Hall/House furnishings include **beds for up to (12) persons**, an equipped kitchen and dining area, firewood and a wood burning fireplace/stove. **All guests to furnish bedding** (sheets, blankets, sleeping bag and/or pillow), hygiene products, bathing towel, food or any other item necessary.
5. I acknowledge and accept that Thiemann Hall/House may be rented independently of other on-site facilities and services. I agree to maintain the privacy of other guests/groups that may be staying on site and will not intrude or interrupt other guests and/or groups staying at Camp Sylvester during the rental period. Rental of Thiemann Hall/House does not include open use of other on site areas such as: other recreation and/or dining halls, amphitheater, sport courts/fields and/or bathroom facilities.
6. **I accept and agree to be responsible for all damages** or injury done to persons or property while on the Camp Sylvester property. I understand I may be individually charged for damages and agree to pay for repair and/or replacement of damaged property including labor and materials.

Initial: _____



Camp Sylvester

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www.campsylvester.org

Waiver and Rental Use Agreement

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Camp Sylvester Check-in / Check-out Policy

All guests and/or groups stay at Camp Sylvester shall not arrive on site before designated check-in time and all guests and/or groups shall be completely checked-out and off site by designated check-out time. Failure to complete an on-time check-out may result in partial or total forfeit of 'Cleaning Deposit' plus additional charges as they may apply, including 'Day Use Rental Fees' and/or Overnight Rental Fees'.

General Day Use Check-in: 6:00 AM
General Day Use Check-out: 10:00 PM

General Overnight Check-in: 3:00 PM
General Overnight Check-out: 1:00 PM

Camp Sylvester Refund Policy

For campers and guests who chose to use the online registration tools on CampSylvester.org, Camp Sylvester does not retain registrar's funds and consequently Camp Sylvester **will not issue refunds** to individuals. If applicable/qualified for refund of monies, campers and/or guests must request refund from the 'Person in Charge of Arrangements' defined on the contracted 'Reservation Agreement.'

No refund of 'Reservation Deposit' will be given to any guest or group who **cancels reservations within (90)-ninety days** of expected arrival.

By signature, I acknowledge that I have read the above agreement(s) and **accept the terms and conditions of use.**

Name: _____

Signature: _____ Date: _____