



Dear Retreat Planner,

We are so glad that you are interested in coming to Fair Haven for your event! Our desire as an organization is to aid groups by providing a fun and welcoming atmosphere and we would love to work with you to achieve that. Hopefully the information enclosed will help answer your questions about our facility. Included are:

- Facility Rental Application
- Facility Use Guidelines
- Map of Fair Haven Camps Facilities
- Driving Directions
- A Sample Certificate of Insurance

We would be glad to answer any questions or help you with retreat details. Give us a call or send an email so we can get you the information you need. We are looking forward to having you with us!

By His Grace,

Debbie Pete
Guest Services Coordinator
Fair Haven Camps
(207)722-3456 ext. 11
guestservices@fairhavencamps.org

Fair Haven Camps

FACILITY RENTAL APPLICATION

Renter or Retreat Coordinator: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ - _____ Email: _____

Date(s) of use: _____ to _____ Estimated Size of Group: _____

Arrival Hour: _____ Departure Hour: _____

Purpose: _____

<p>Bathroom Facilities: Lodge: Main Floor—2 Bathrooms Ground Floor—2 Shower Rooms with 3 Showers/2 Toilets Gym: 2 Shower Rooms with 2 Showers/2 Toilets Seasonal Bathhouse 1: 3 Showers/3 Toilets Seasonal Bathhouse 2: 4 Showers/ 4 Toilets Cottage & Campers: 1 Shower/Bath each</p>	<p>Sleeping Arrangements: Approximately 290 Beds Available Lodge: 2nd Floor Open Bunkroom—Sleeps 80 on Bunkbeds Lodge: Basement Open Bunkroom – Sleeps 28 on Bunkbeds Gym Foyer: Open Bunkroom—Sleeps 20 on Bunkbeds Seasonal Unheated Cabins 1-15 Sleeps 150 or 10 per cabin on Bunkbeds Beds & 2 Twin Cottage: Sleeps 9 on Bunkbeds, 1 Twin & 1 Full size bed Camper 1: Sleeps 4/ 1 Full Bed/, Couch and Table Camper 2: Sleeps 4-6/ 1 Queen Bed, Couch and Table</p>
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Camp Facilities: **Gym** **Lodge** **Cottage** **Cabins: #** _____
 Kitchen **Camper 1** **Camper 2** **Other:** _____

Cottage Area (Wood heat only): **Lufkin** (SLEEP 5-6) **Nellie** (SLEEP 5-6) **Florence** (SLEEP 6-10) **Brown & White** (SLEEP 4-6)
 Bedding and Linens needed (additional charge – not provided for Main Camp Area)

MEALS: For Groups of 35+ we offer the convenience of our Domestic Staff cooking nutritious meals for your Group.

Breakfast # _____ **Lunch #** _____ **Dinner #** _____ **Snacks #** _____

Housekeeping Fee: All rentals will be charged a Housekeeping Fee which will be waived if your group desires to assume janitorial responsibility of buildings and bathroom facilities included in the rental agreement.

Please Waive Fee – We will assume Janitorial responsibilities

Equipment Requested: **Sound System** **Video Projector** **Microphones** (cords & stands) # _____ **Music Stands #** _____
 Extension Cord # _____ **Power Strip #** _____ **Podium**
 Folding Tables # _____ **Folding Chairs #** _____ set-up: Rows Circle Semi-Circle

Extra Activities (fees apply): **Horseback Riding** **Canoe/Kayaks #** _____ **Paintball:** _____
 Challenge Course High/Low Ropes **Other:** _____

DEPOSIT: A \$100.00 Non-refundable deposit is required to accompany this application

RENTAL BALANCE: Your balance is due upon check-in by cash or check. Returned checks will incur a \$35 Service Charge.

INDEMNIFICATION OF FHC AND EMPLOYEES: *Guests agree to indemnify FHC and its employees from any claim or liability for any loss or damage whatsoever arising from, related to or in connection with rental of the accommodation, included but not limited to any claim of liability for personal injury or damage or loss of property which is made, incurred, or sustained by any guest or any guest's invitee.*

**Fair Haven Camps
Facility Use Guidelines**

1. Check-In Time is 1pm for Facility Rentals unless prior arrangements are made.
2. Check-Out Time is as contracted.
3. Damage or Missing Items: Rental groups will be held responsible for expenses incurred for damage to facilities or equipment or missing items. All damage must be reported to the Program Director or Facilities Manager.
4. Improper use of a facility by any group will be cause for denial of further use.
5. Tobacco, alcohol, and illegal drugs are prohibited in all buildings and grounds at Fair Haven Camps.
6. If you do not choose the **Optional Housekeeping Fee**: At the conclusion of the rental period, the rental group is responsible to restore the facility to its original condition including: moving tables, chairs, equipment, etc. back to original locations, shut off all lights, and assuring that all participants and attendees have left the facility. Your group will assume janitorial responsibility of buildings and bathroom facilities included in the rental agreement, including, but not limited to: pickup and removal of all trash and garbage (which may be put in our dumpster), sweeping and mopping of dining room floors, and cleaning kitchen (if rented used).
7. Use of fireplaces and outdoor fire rings are with prior approval from the Guest Services Director.
8. Use of the sound equipment and video projector must be contracted in advance.
9. Downstairs use of the Main Lodge is limited to the bathrooms and Janitorial Closet only.
10. Please bring your own sports equipment: sleds, tubes, basketballs, volleyballs, ping pong paddles, Frisbees, and kick balls, etc. Fair Haven limits use of its sports equipment to summer programming.
11. Waterfront activities are "Swim at your own risk". FHC does not provide lifeguards for rentals except for use of our "BLOB".
12. Contracting use of our "BLOB" will necessitate the hiring of a minimum of 2 FHC lifeguards at \$15 per hour. Payable by check to the contracted lifeguards.
13. Usage of FHC Canoes and Kayaks must be contracted in advance and all participants must wear lifejackets and maintain proper care of all equipment and put it back in the original locations.
14. The Riding Ring, Pastures, and Barn are off-limits at all times unless Riding has been contracted in advance and is an additional fee.
15. The Cottage Area is off-limits unless you have arranged to rent a cottage during your stay.
16. During hot weather please provide your own fans for sleeping areas.
17. Off-season we do not provide Health Care services. Please bring your own "Medicine Kit" with the proper supplies needed: Ibuprofen, Tylenol, Aspirin, Antacids, Antihistamin, Band-aids, etc. If your group has underage children/teens please have the necessary "Medical Treatment Release Forms" if you will need to seek treatment at a local hospital.
18. Office phones are for emergency use only. No long distance calls permitted.
19. The Internet is password protected and will be limited by the Executive Director.
20. Rental groups will monitor all areas of a facility to assure that all attendees are adhering to these regulations.
21. Pet Policy: Must have prior approval. Your pet must not be an aggressive breed, at least 1 year old and up-to-date on all vaccinations. All pets **must be leashed at all times**. Guests are responsible for cleaning up any/all pet refuse. Any evidence of pets causing damage to premises or non-compliance of cleaning up after pets, will result in extra charges being assessed. Pets are NOT ALLOWED in the main Kitchen at any time.
22. Cancellation Policy: We require you to notify us at least two weeks prior to your scheduled arrival if you are unable to fulfill your reservation. Payments will be refunded less the \$100 dollar deposit.

MAIL COMPLETED APPLICATION AND DEPOSIT TO:
Fair Haven Camps – Guest Services, 81 West Fairhaven Lane, Brooks, ME 04921

Insurance: Please submit or arrange for your insurance agent to send a certificate of insurance to our office naming Fair Haven Camps as an additional insured for your retreat.

For questions about availability please call (207)722-3456 ext. 11 or www.guestservices@fairhavencamps.org

Please sign and return with your Facility Rental Application Agreement and 20% Deposit.

Organization/Group: _____

Signature: _____

Date: _____

Guest and Group Information

We are excited that you have chosen Fair Haven Camps as the place to host your event or for a family get away. Below you will find additional information that you will find helpful during your stay with us. If you have any questions, please feel free to contact our office.

Main Offices:

- Our main office is located on the ground floor of the main lodge. The entrance is located "Lakeside" under the deck or you can access that level using the stairs located in the lodge. Off-season Office hours are 10-4pm.
- Any lost and found items that are collected by the staff will be brought to the office.
- Please report damage or malfunctioning equipment to the office.
- Please report all accidents to the office. If any emergency occurs after hours, 911 can be called by cell phone. Be sure to relay camp's full name and address (Fair Haven Camps – 81 West Fairhaven Lane, Brooks) and to send someone to the lodge area to direct emergency personnel when they arrive.

Cottages:

- All cottages are wood heat. Camp provides wood for your use and is stored near the cottages.
- Laundry facilities are available for your use.
- Please dispose of your trash in the marked receptacles beside the Laundry Room
- Limited bedding and towels are available upon request.
- All cottages are stocked with basic dishes, pots and pans.
- Swimming is at your own risk.

Lodge:

- The fireplace may be used with adult supervision.
- If you require use of the sound system or video projectors – please contract in advance.
- The health center is closed during off season, you will be responsible to provide for your own medicinal and bandaging needs.
- Ground Floor/ Downstairs use of the Lodge is limited to the Bathrooms and Janitorial Closet only.

Dining Hall:

- When renting our kitchen facilities your group will assume full responsibility for the cooking and cleaning of the Kitchen and Dining Hall.
- If you have contracted FHC to cater your meals: Coffee, tea and hot chocolate are available in the Dining Hall at all times.
- Meal times will need to be arranged by your group in advance.
- Bathing suits may not be worn into the Dining Hall and shoes must be worn.

Waterfront:

- Our waterfronts are open seasonally. Use of these areas are swim at your own risk unless Lifeguards are contracted through FHC. Use of boats must be contracted in advance and all participants must wear lifejackets at all times when in a canoe or kayak.

Gymnasium:

- Please do not move the beds in the bunk area around.
- The fireplace may be used with adult supervision.
- Children under the age of 18 must be accompanied by an adult when participating in activities in the Gym.
- The climbing wall is off limits unless opened by a qualified FHC staff member.

Challenge Course:

- The East Haven Challenge Course (low and high ropes) are off limits unless contracted in advance and run by certified staff.

Outdoor Campfires:

- Use of our outdoor campfire areas must be contracted in advance.
- Campfires must be extinguished by guests completely upon leaving the campfire area.

Quiet Hours:

- Quiet hours are from 11:00pm to 7:30am. Due to camp staff who live on site and other groups who may be staying in neighboring cottages, please be considerate of these times.

Fair Haven Camps has both a Boys Camp - East Haven on the East side of Lake Passagassawakeag, and a Girls Camp - West Haven on the West side of the lake. Rentals are on the WEST Side of Fair Haven.

Please look for the Sign that notes you are entering "West" Fair Haven Camps.

Directions to Camp:

Please Note: If you choose to use Mapquest.com – those directions take you to East Haven only and uses a confusing back route. You will need to turn onto Pond Road from Rte. 203 before arriving at West Fair Haven Lane. The directions we have provided for your convenience are the easiest routes to follow.

From the Bangor area – travel south on I-95 and take the Carmel-Winterport exit onto route 69 in Carmel. Travel east on route 69 to route 202 in Newburg. Travel west on route 202 to route 7 in Dixmont. Travel south on route 7 to route 139 (Purple Heart Highway) in Brooks. Travel west on route 139 to route 203. Turn left at a 3-way intersection onto route 203 south for approximately 3 miles. Fair Haven Camps will be located on the right. West Haven will be first – ¼ mile further on the right is East Haven.

From the Augusta area – travel out of Augusta heading east on route 3 to route 131 in Belmont. Travel north on route 131 to route 203 in Brooks. Turn left onto route 203 north and travel approximately 3 miles. Fair Haven Camps will be on the left. East Haven will be first – ¼ mile further on the left is West Haven.

From the Waterville area – travel east on route 139 until reaching route 203 in Brooks. Turn right at the 3-way intersection onto route 203 south and travel for approximately 3 miles. Fair Haven Camps will be on the right. West Haven will be first – ¼ mile further on the right is East Haven.

From Coastal Maine – travel on route 1 into Belfast. Exit route 1 onto route 137 (Waldo Avenue) and travel west to route 131 in Waldo. Travel north on route 131 until reaching route 203 in Brooks. Turn left onto route 203 north and travel approximately 3 miles. Fair Haven Camps is on the left. East Haven will be first – ¼ mile further on the left is West Haven.

Please call us at 207-722-3456 if you have any further questions. We look forward to seeing you!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/24/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER AHM Financial Group, LLC 11975 Westline Industrial Driv St Louis MO 63146		CONTACT NAME: Marilyn Nelson PHONE (A/C No. Ext): (314) 523-8800 FAX (A/C No.): (314) 453-7555 E-MAIL ADDRESS: mnelson@ahmfinancialgroup.com	
INSURED New Prime Inc., DBA: Prime, Inc PO Box 11048 Springfield MO 65808		INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance NAIC # 40142 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

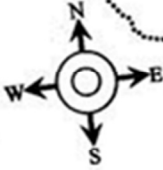
COVERAGES CERTIFICATE NUMBER: 12-13 WC - Both REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 9302680-10 (Coverage Not Applicable to MO & PA)	3/1/2012	3/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Workers Compensation (MO & PA)			EWS4756062-01	3/1/2012	3/1/2013	EL Each Aco/EA Employee 1,000,000 EL Disease-Policy Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER For Informational Purposes Only % New Prime Inc P O Box 11048 Springfield, MO 65808	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Stephen Hall/MARYLI 
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Fair Haven Camps

Sponsored by the Central Maine Bible Conference 81 West Fair Haven Ln • Brooks, Maine • 04821 • 207-722-5488

The Lodges

Missionary Fields

The Cross

- Bathroom Facilities:**
- Lodge Main Floor—2 Bathrooms
 - Ground Floor—2 Shower Rooms with 3 Showers/2 Toilets
 - Gym: 2 Shower Rooms with 2 Showers/2 Toilets
 - Sanitouse 1: 3 Showers/3 Toilets
 - Sanitouse 2: 4 Showers/4 Toilets
 - Cottage & Campers: 1 Shower/Bath each
- Sleeping Arrangements: Approximately 280+ Beds**
- Lodge: Open Sunroom—Seats 38 on Bunk beds
 - Gym: Open Sunroom—Seats 24 on Bunk beds
 - Unmated Cabins 1-10: Seats 100 or 10 per cabin on Bunkbed Beds & 1 Twin
 - Cottage: Seats 10 on Bunkbeds & 1 Full size bed
 - Center 1: Seats 4 1 Full Bed / Couch and Table
 - Center 2: Seats 4-5 1 Queen Bed, Couch and Table

Cement Bridge
Cross Roads

Water Tower

Athletic Field

Rifle Range

Handicapped

GYM

San. House 1

Lodge

San. House 2

Archery Range

Center 1

Center 2

Admission

Campers

TP

Outdoor Chapel

East House

Point

The Rocks

Lake Passagassawakeng

House

Executive Director

To Cottages

Barn