

# General Considerations for Planning your Event

## **Administrative Considerations:**

The following three items must be completed before you may attend our camp.

**Insurance:** A general liability insurance policy for your organization must be presented at least 10 days prior to your arrival. If your current policy is inadequate to meet the 1 million (Comprehensive, single occur)/\$2 million (Aggregate) stated in our Agreement, then we suggest you call your carrier and ask for a rider for the dates of the contract. Please name **Alpine Meadows and The US Forest Service** as co-beneficiaries. This Policy is not specifically for medical treatment. It is a liability policy required by the U.S. Forest Service and our Insurance Company to protect us and the surrounding camps and forestlands from negligence and malfeasance. If your organization does not currently have an umbrella liability policy, we ask that you purchase one before attendance.

**Paid Minimum License Fee:** The Minimum License Fee (as per Agreement) must be paid upon your arrival by check, cash or money order. On your contract you will find the Minimum License Fee amount on the first page. A final invoice will be sent to you once we have received your **"Two week FAX"** (see below for explanation) Please make check payable to **Alpine Meadows Retreats**.

**Signed Receipt of the Information Packet:** We ask that all groups acknowledge having read this information packet. This way we know that each group is prepared for its visit and is not caught by surprise when they arrive. Organizing a retreat is a complex task and we see this letter as an important tool that each group can use to have a smooth and problem free event.

**Security Deposit:** If so requested, a separate check for the Security Deposit amount stated in the Agreement must be included when you mail your Minimum License Fee and Insurance Policy. This will be mailed back to you after your group leaves and a camp inspection is completed by our management & maintenance staff. We recommend you plan on your own walk through at the end of your stay to look for lost articles and any damage. Excessive cleaning, graffiti, broken windows and other camp damage beyond the normal wear and tear will all be considered and our cost of repairing it will be deducted.

## **Two weeks prior to your arrival:**

- **You will receive a final booking fax from us which needs to be returned with in 24 hours.** At this time you will confirm: group size, request for VIP rooms, linens, additional activities, special dietary needs/requests and other pertinent information specific to your group. Without this prior information, we cannot guarantee that any specific activity or special diet can be accommodated. We also ask that you notify us at this time of any handicapped attendees or anyone requiring special attention or accommodation.
- From this FAX, your final invoice will be drawn up. Please bring your payment with you as final payment is due upon arrival to the Camp. **Checks should be made payable to Alpine Meadows Retreats**. Additional expenses incurred over the weekend may be paid either by cash or check.

## **One week prior to your arrival:**

- Contact us to find out your final cabin and meeting lodge assignments
- Collect the names, addresses and emergency contacts and phone numbers of all participants, and be able to provide them to the Camp administration on arrival at the facility. You must also provide a listing of any persons with known allergies or health conditions requiring treatment, restriction or other accommodation while on site. For all minors without a parent on site, a signed document must be available giving permission to seek emergency treatment or a signed religious waiver. Samples of these documents are available on request

## **Upon Arrival:**

- **Check in** with Administrator on Duty

- When your advance team arrives, they should have in their possession: a check for final payment, room assignments, release forms and a list of all attendees. Medical conditions and current medications should be noted on these forms. The cabins and lodges cannot be unlocked until these items are received. Please report any maintenance problems you may encounter so we can act promptly to correct them.
- Please **be available to register your attendees** and oversee their room assignments  
**Please Note: Rooms/Meeting Lodges are not ready for occupancy until 4 p.m.** Should your leaders need to arrive earlier for set up, special arrangements must be made 2 weeks ahead of time.
- Set up an **orientation time** with Administrator On Duty. Allow approximately 15 minutes for the orientation. This meeting provides vital emergency procedures & safety information to your group.
- **Parking and Vehicle Policy:** Parking space is limited. We ask that all groups charter buses or carpool in as few vehicles as possible. Parking is allowed only in designated areas. Not all cabins are accessible for loading & unloading by car. All vehicles, when parked, must be pointed nose out for purposes of immediate evacuation. No Fire Lanes may be blocked by parked vehicles at any time. The US Forest Service may ticket or tow vehicles at the owners' expense if these guidelines are not followed. No food should be left vehicles. We suggest that car alarms be disengaged when on premises. Passengers in vehicles must wear a seat belt at all times. **Passengers may not ride in the back of pick-ups or be transported in any unsafe manner.** Speed limit is 5 M.P.H. on all camp roads.

### **Dining Policies:**

- Mealtimes are **8:30, 12:30, and 5:30.** Friday dinner is 6:30 p.m. Our crews work long hours, and will serve at these times so that they can maintain their schedule. Please be on time so your food does not get cold.
- Meals are served family style: one platter per item per table.
- **Each table seats 10 people.**
- One person from each table will be a **designated "hopper"**. Only that person may receive food from our serving window.
- **Seconds will not be given until the entire group is served.** An announcement for seconds will be made by the Administrator on Duty.
- We reserve the right to cancel any meal where your group is not sufficiently prepared.
- **Groups using the main dining area must conclude their program activities one half hour prior** to each meal to allow for set up.
- No music may be played during the meal unless you have exclusive use of the facility.
- Blessings before and after meals should be done in your meeting lodge not at the tables unless your group has exclusive use of the Camp.
- Meal times may be shared with other groups and a spirit of respect and cooperation is requested of all.

### **Emergency Considerations:**

- Please notify the camp management immediately in the event of any emergency including fire, injury or lost camper. We do not provide a nurse, or any medical facility. Every group must bring its own First Aid kit and first aid medical technician to administer it.
- It is your group's responsibility to provide necessary first aid supplies, equipment and an emergency designated vehicle to transport someone who is sick or wounded should an ambulance not be needed.
- **The nearest medical facility is over 25 miles away in Big Bear.**

### **Staff coverage for your group:**

- Please note you should have enough staff for proper and safe supervision. All minors must be under the direct supervision of a responsible group member at all times. **Ages 6-8**, one staff for every 6 participants. **Ages 9-14**, one staff for every 8 participants. **Ages 15-18**, one staff for every 10 participants.
- **Groups whose participants are unruly, out of control or break AMR policies may be asked to leave the premise immediately** with no refunds issued.

### **Some General Policies and Suggestions**

- Alpine Meadows Retreats does not provide any bedding in any sleeping facility, including premium VIP accommodations unless prior rental arrangements have been made. Your participants should bring sleeping bags or sheets with blankets. Some beds in the VIP rooms are double beds.
- Each participant should bring a flashlight, soap and towel, and any other toiletries they need. The nearest store is 30 miles away in Big Bear.
- It is easy to become dehydrated at this altitude, so we suggest that each participant bring their own water bottle or you may choose to provide bottled water for your group.
- AMR will provide chilled tap water 24 hours a day and bottled water may be purchased from our vending machines.
- No food is allowed in sleeping cabins because of the presence of bears and other wildlife in the area. Do not leave food in your car either. This is BEAR country and they will do anything to get to your food. Never corner, trap or try to feed ANY wildlife at camp or on the trails including but not excluded to: birds, squirrels, raccoons and coyotes.
- **There is absolutely no smoking or open flames allowed in any buildings in this camp, or on the grounds or surrounding forest.** We are in a high fire danger area. Smoking is allowed only in one designated area behind the kitchen. Please police your cigarette butts.
- Campfires are allowed in designated fire pits only and arrangements to have campfires or fires in the fireplaces must be made in advance with the CMC management. We enforce these rules vigorously. We also do not allow firearms, fireworks, drugs on these premises. Alcoholic beverages must be confined to your meeting lodge only. Those violating these rules will be asked to leave.
- All participants must wear covered shoes at all times except when in the fenced in pool area.
- We do have facilities for basketball, volleyball, and baseball, available on a first come/first served basis. Each group should plan on providing their own equipment for these events.
- Clothes and bedding should be placed at a safe distance from heaters and fireplaces. NEVER hang or drape anything over heaters or fireplaces. The camp staff will adjust or light cabin heaters.
- Use caution climbing into bunks. NO BUNK-ROBATORICS. Adults must supervise children in cabins at all times.
- The camp staff live in the cabins at the top of the stone steps and also in Cabin 21 and 24. These are off limits to all groups. Please be considerate of this when walking in these areas, especially in the evening hours.
- Doors and windows must be accessible for all exists at all times.

#### **Wildlife Activity:**

- During the months of May through October, and occasionally in other months, we have bears and the occasional mountain lion in our vicinity. **Warn your group not to wander into the wilderness area around the camp alone.** Groups of 4 or larger are recommended for any hiking on the various trails, winter or summer.
- **NO FOOD may be brought in to sleeping cabins**
- **Food should only be kept in your meeting lodges.**
- We strongly recommend that you have your participants remove all food from their cars.
- Each evening you are responsible for locking your windows in your meeting lodge.

#### **Music and Camp Quiet Hours:**

- Alpine Meadows Retreats' **Quiet Hours** are from 11 p.m. to 7:30 a.m..
- All "large group" activities must conclude by these times. Groups may stay in their meeting lodges after this time as long as the noise level is restricted to normal conversation.
- Participants who disturb other groups by "hanging out" outside of the meeting lodges or wandering around camp after these times, may be asked to leave the premises immediately.
- **If you are planning on playing live electronic music or playing loud recorded music,** please notify Alpine Meadows Retreats management as soon as possible. If we have not been informed within 30 days of your date of arrival, we reserve the right to cancel that aspect of your program.
- Sound system is available for rental for \$50 per 2 day rental.
- Early morning band practice/loud music may not be played before 7:30 a.m.

**If you have exclusive use of the "Camp Quiet Hours" may be extended by speaking with the Director of Sales as soon as possible**

### **Cleaning Policy:**

- There is an expectation that the cabins and bathrooms will be clean when you leave, as they are when you arrive. Time should be included in your schedule to accomplish this, usually on the morning of your last day.
- Check all cabins before departure for trash and lost and found.
- Your group will be responsible for removing trash bags from cans, tying them up and leaving them inside the cabins by the front door.
- Your conference room should also be tidied up by putting away, tables and chairs stacked and trash picked up. Any trash or litter on the grounds should also be picked up.
- Alpine Meadows Retreats is not responsible for lost or stolen items.
- Sleeping Cabins are to be vacated by 10 a.m. the morning of your last day in camp. Please place all personal items either in your vehicle, or, if you are waiting on bus transportation, in your Meeting Lodge.

### **Exclusive Use of the Camp**

- We offer exclusive bookings to groups of 300 or larger that book at least 3 months in advance and only if no other organization has requested a contract.
- Even though we are a large camp (20 acres) with over 32 buildings on the premises, a totally isolated experience cannot be guaranteed.

### **Lake & Pool**

- Lifeguards may be available from AMR if enough time is provided for us to find you coverage. We need at least 3 weeks notice if you wish us to try to provide your group a lifeguard.
- If you have reserved AMR lifeguards for use of the pool or the lake, AMR reserves the right to cancel your pool/lake access if your group has not arrived within 15 minutes of your scheduled time. If you will be late, let us know in advance.
- AMR must be notified at least two weeks in advance of your intention to use the beach and/or boats at Jenks Lake. We do not have exclusive use of the beach and canoes and you will be sharing the facilities with other groups from other camps. Please call camp management for scheduling information and other procedural questions.
- You must provide one certified lifeguard and one person 18 years or older to stand watch for every 25 people in the pool area. We must receive a copy of both the front & back of each lifeguard's card prior to your use of the pool.
- You must provide 1 lifeguard for every 25 people at the lake and at least 1 staff person for every 10 people in your group. Your staff person/s will be responsible to oversee the conduct and general well being of your group as well as make sure your group is following all lake policies and safety rules. We must receive a copy of both the front & back of each lifeguard's card prior to your use of the lake.

### **Cold Weather Camping**

- AMR's lowest elevation is 7200 feet. Our first snow could fall as early as October and as late as April. Any events scheduled between those dates may experience inclement weather.
- From November 1 to April 1 the California Highway Patrol usually requires all vehicles (including 4x4's) to carry snow chains/cables. Check your chains before you leave home and make sure they fit your vehicle.
- Vehicles without proper snow chains may be cited by the Highway patrol and/or not allowed to continue driving the rest of the way to the Camp.
- Though we do have heavy equipment to plow our driveway, our camp is periodically inaccessible without chains or four-wheeled drive.
- Before your trip up, we recommend you **call the Cal. Trans. Highway Information Line at (800) 427-ROAD (7623)**.
- Though all of our buildings are insulated and heated, we ask that all participants bring warm clothing with several changes, warm sleeping bags, wet weather gear and waterproof snow boots.
- Sledding, skiing and other winter activities are performed at your organization's risk. It is not allowed on the roads and pathways within Alpine Meadows Retreats. Ask camp management for areas in the surrounding National Forest that might be suitable. Each group must provide their own equipment for these activities.

Thank you again for choosing Alpine Meadows Retreats and we look forward to providing you accommodation for a fun and memorable experience.