



Camp Occohannock on The Bay  
9403 Camp Lane  
Belle Haven, VA 23306  
757-442-7836  
campootb@gmail.com  
www.ootbay.org

## **Welcome *JOHN DOE and FRIENDS***

Thank you for choose Camp Occohannock as the site for your event. Enjoy the peace of this place!

**You Reserved:** Worship Center

**Requests:** Climbing Wall experience Wednesday; 2-4p.m.

**Meals Reserved:** 10 meals in Lynch Center; Tuesday Lunch - Friday Lunch

### **Also On Site This Week/Weekend:**

Summer Camp Staff who lodge here over the weekends

Two Summer Camp Families taking a guided tour on Saturday.

### **Important:**

- ~Be Certain your participants know and understand the safety/supervision recommendations and the camp rules and policies (attached) as outlined in your Signed Rental Agreement
- ~Please use and enter only the buildings your group has reserved, but please enjoy the 50 acres of land (map enclosed)
- ~Please wash hands frequently to avoid spreading germs.
- ~Water from all sinks and spigots is DRINKABLE.
- ~Extra trash bags, toilet paper, etc. is in the closets/cabinets in this building.
- ~Bathhouse #1 is available to you.
- ~If needed, our AED is located in the Lynch Center AND Worship Center Buildings.
- ~Public WIFI is available at the Lynch Center.
- ~Please fill out the backside of this form called "Your Event Data" and leave it in the metal mailbox on side of the office building before you leave.

*Joel Coleman* is your camp host this weekend. If you need assistance please call: 973-224-4672 or 757-442-7836.

### Please clean facilities before you depart

- |                                     |                                             |
|-------------------------------------|---------------------------------------------|
| -Clean surfaces                     | -Bag trash and take to dumpster             |
| -Sweep                              | -Turn off lights and heat to lowest setting |
| -Return furniture to original place | -Close windows and shut doors               |

**Thank You for choosing Camp Occohannock.  
Enjoy your time together; and come again soon!**



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# Your Event Data Form

Group: **JOHN DOE AND FRIENDS**  
 CONTACT: John Doe Phone: 123-456-7890  
 123 NAME OF STREET CELL: 987-654-3210  
 Anytown, VA 12345 Email: johnandjanedoe@notanemail.com

<b>Dates:</b>	Tuesday, May 3, 2028 - Friday, May 6, 2028
<b>Facilities</b>	Worship Center
<b>Meals</b>	10 Meals in the Lynch Center - Tuesday lunch - Friday lunch
<b>Requests</b>	Climbing Wall 2-4 hour experience; Wednesday 2-4p.m.

Use these grids to keep track of your event participants. Fill in the information for lodging and meals:

<b>Lodging:</b>	<b>5/3</b>	<b>5/4</b>	<b>5/5</b>	<b>5/6</b>	<b>5/7</b>
Number of Adults (13+) lodging overnight					

<b>Meals</b>	<b>Tues Lunch</b>	<b>Tues. Dinner</b>	<b>Wed Breakfast</b>	<b>Wed. Lunch</b>	<b>Wed. Diner</b>
Number of Adults (13+) lodging overnight					

**Return this complete form to the camp office mailbox before you leave. Thank you for your help. If you need a copy of these form, please let us know below.**

Thank you for choosing Camp Occohannock for your event. Please consider us when planning your next event, and please tell others about the programs and services we have available here at Camp Occohannock. Please give us your feedback:

**Circle the number which best describes your experience:**

**I found the cleanliness of the building(s) to be:**

(Clean & Professional) 5 4 3 2 1 (Unclean)

**The hospitality of the staff members with whom I came in contact with was:**

(Very Friendly) 5 4 3 2 1 (Unfriendly)

**Please share any additional comments/suggestion to help us improve:**



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## Rates for Lodging, Rentals Programs, & Food Services

\*Updated 01.01.22

**A NOTE TO OUR GUESTS:** Camp Occohannock on the Bay is a camp and retreat center part of the Virginia Conference of the United Methodist Church. It was founded in 1958 and is a 'holy and sacred ground' for all those who enter our 50 peaceful acres. Our primary mission is as a Christian Summer Camp, so our facilities are rustic and simple. Your rental of these facilities raises funding for our Summer Camp. Take comfort in simplicity and bring a spirit of self-sufficiency for your stay.

**TERMS OF USE: Lodging & Camping = 2p.m. - 12noon. Shelters & Conference Rooms = 8a.m. - 5p.m.** Please read the **NOTES** on the bottom of these pages. **Deposits** are noted in each section and are required to reserve facilities and services. Your deposit counts toward your final bill. For lodging and meals, children 3-12 receive a 50% discount and infants/toddlers 0-2 are free. Rules, policies and recommendations are detailed in the RENTAL AGREEMENT. Rates are subject to yearly increases on September 1. Your invoice for lodging and rentals will reflect the rates of the year (Sept 1-Aug 31) in which you hold your event. Creative arrangements are available for weekend and week-long camps, retreats, conferences, parties, families, reunions, banquets, weddings and all your event ideas; **www.ootbay.org. For all lodging, bring your own linens.**

**LODGING:** *Deposit to reserve is the minimum fee per night. For facility locations, see enclosed site map.*

FACILITY	DESCRIPTION	BEDS	RATES
<b><u>Cabins</u></b> #1-10	Year-round, one room cabins. Ideal for groups. Heated and air-conditioning. Electrical Outlets. Located close to 2 Bath Houses. Rustic, comfortable	10 each in bunks	\$27/person/night \$75/night minimum
<b>Tent Camping</b>	Tent camping is popular on our grounds.		\$5/night/tent

**PICNIC SHELTER:** *(Available March 1 - November 31) Deposit to reserve is the minimum fee per day. \*For use of shelter for weddings, please call Camp Office for pricing and policies.*

<b>Picnic Shelter</b>	Up to 50 persons; open air; picnic tables; fire pit; water spigot; electric; game field nearby;	\$50 Day Use
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**CONFERENCE ROOMS:** *Deposit to reserve conference rooms is the fee per day.*

<b>Lynch Center Main Room</b>	Up to 125 persons. tables, chairs, ice machine, bathrooms; electrical outlets; air conditioned; heated; lecturn; projector/screen	\$4/person with minimum \$250/day
<b>Worship Center Main Room</b>	Up to 200 persons. tables, chairs, bathrooms; electrical outlets; air conditioned; heated; lecturn; stage; piano; projector, media system/TV	\$4/person with minimum \$250/day

**FOOD SERVICES:** Breakfast at 8a.m., Lunch at 12:30p.m., Dinner at 5:30p.m. Deviation from times is available, please talk with Camp Office before you reserve. Buffet Style or Family Style is at the discretion of our kitchen. For our kitchen to prepare meals, total group size must be 20 persons or more. You may request meals with fewer than 20 persons, but you must pay for minimum 20 persons. With minimum 14 day advance notice, our kitchen can accommodate vegetarian, gluten-free, dairy-free, and nut-free dietary restrictions. **You must provide your final meal count AND dietary restriction requests at least 14 days prior to your arrival and this amount will be the minimum number of meals on your invoice.** The minimum deposit for meals is 50% of the fees for your reserved meals. Your invoice form evals will reflect the rates of the year (Sept 1 - Aug 31) in which you hold your event. Contact our office if your group is interested in a special event.

Meal & Time	Price per Adult & Teen 13+	Price per Child age 3-12	Infant/Toddler age 0-2
Breakfast - 8:00a.m.	\$12 per person	\$6 with paying adult	\$0 with paying adult
Lunch - 12:30p.m.	\$14 per person	\$7 with paying adult	\$0 with paying adult
Dinner - 5:30p.m.	\$14 per person	\$7 with paying adult	\$0 with paying adult
Snacks (optional)			
Lynch Center Full -Kitchen Rental	\$125/day	Kitchen MUST BE cleaned up and left as you got or a \$50 cleaning charge will apply	
Worship Center Fridge/ Kitchen Space Rental	\$50/day		

**PROGRAMMING & OTHER SERVICES:** Deposit to reserve programming is full cost, due 2 weeks prior to your event. You may reserve programming with fewer than 8 persons, but you must pay for minimum persons and your invoice will reflect the rates of the year in which you hold your event.

Lifeguarding (REQUIRED for swimming)	0-2 hours = \$50      2-4 hours = \$100 *Please bring water shoes to go into the bay*
Canoeing Trip	6 person minimum (12 person max) = \$75 (2 hour experience)
Low Ropes Challenge, Initiatives & Climbing Wall	1-3 hour experience = \$15/person 8-50 persons
Archery	\$5/person - 5 person minimum
Tree Climbing	\$15/person - 5 person minimum (1-2 hour experience)
Copies	10 cents per page (Black & White Only)
Outdoor Campfire built - match ready	\$25/site
Fun Group Building Games/Leadership	\$50/hour - group up to 25 persons
Youth Group Day, Weekend Events, School Field Trips	<i>Please contact Camp Office to put together what you need</i>

**WEDDING FEES:** *Wedding rentals*

Indoor Wedding & Reception (Worship Center)	\$1,000 *Includes rehearsal the day before
Outdoor Wedding & Indoor Reception (Worship Center)	\$850 *Includes rehearsal the day before
Outdoor Wedding & Outdoor Reception	\$600 *Includes rehearsal the day before
Lynch Center Kitchen Use for Weddings	\$125

**NOTES:** Damage to facilities, equipment or grounds will be charged to individuals/groups responsible. We can host multiple groups on the same dates, so you may see other groups in other areas of camp. We encourage you to meet others and enjoy shared fellowship at Camp Occohannock. **Rates are subject to yearly increases on September 1.**

Your invoice for lodging and rentals will reflect the rates of the year (Sept 1- Aug 31) in which you pay your reservation deposit.

Your invoice for meals and programming will reflect the rates of the year (Sept 1 - Aug 31) in which you hold your event.

Questions - please contact Camp Office.



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Rates for  
 Lodging, Rentals  
 Programs,  
 & Food Services:  
**Eastern Shore & Elizabeth  
 River District Pricing**  
 \*Updated 01.01.22

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<b>Tent Camping</b>	Tent camping is popular on our grounds.		\$5/night/tent

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<b>Lynch Center Main Room</b>	Up to 125 persons. tables, chairs, ice machine, bathrooms; electrical outlets; air conditioned; heated; lecturn; projector/screen	\$200 day - all inclusive
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Snacks (optional)			
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Worship Center Fridge/ Kitchen Space Rental	\$40/day		

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Lynch Center Kitchen Use for Wedding:	\$125

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Dear John Doe,

Enclosed is the paperwork for your John Doe and Friends event scheduled Tuesday, May 3, 2028 - Friday, May 6, 2028 at Camp Occohannock on the Bay, Belle Haven, Virginia. We look forward to hosting your group! To finalize your reservation, please return a signed "Your Event Reservation" form, your minimum deposit and a "Special Requests" form (if you have any).

We want you and your group to understand what to expect during your event, so please read the enclosed information carefully. We are required to provide you with lots of information and recommended guidelines. Following these recommended guidelines will help assure you that you have a safe, enjoyable and well-planned event at Camp Occohannock.

Keep all the supporting information materials (Directions, Rates, Camp Maps, Rental Agreement and Covid-19 Policies) and provide copies of our rules and "Things to Bring" to your group before coming to camp. All persons in your group must abide by the policies in your Rental Agreement during their time at Camp Occohannock. All the enclosed information is also on-line at: [www.ootbay.org](http://www.ootbay.org)

You must provide your projected (estimated) attendance on this reservation form. **If you are requesting meal service, you must provide your final count and dietary needs no later than 14 days prior to your arrival.** We will hold your reservation until your due date or until you return your signed "Your Event Reservation" form, minimum deposit and "Special Requests" (if any). If your signed forms and minimum deposit are not returned by your due date, your reservation will be cancelled.

Mail your deposit with completed and signed forms to the above address OR email scanned forms to [campootb@gmail.com](mailto:campootb@gmail.com) Payment/despot can be made online at: [www.ootbay.org](http://www.ootbay.org) .

**Settlement for any remaining fees will be completed after your stay is complete.** Upon your arrival, you will find "Your Event Data" from inside your facility. Use this form to keep track of your participants and leave the completed form in your office mailbox next to the office before you depart. You will receive a bill via email or post-mail for any remaining fees due.

We want your event to be successful and we want to clarify any questions prior to your arrival. Contact us if you have any questions or ideas; 757-442-7836 or [campootb@gmail.com](mailto:campootb@gmail.com). Learn all about Camp Occohannock at [www.ootbay.org](http://www.ootbay.org) and please consider attending our excellent upcoming events.

We look forward to seeing you,

Sincerely,

Joel Coleman  
Director, Camp Occohannock (Belle Haven, VA)



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 757-442-7836  
 campootb@gmail.com  
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## Your Event Registration

Group:	<b>John Doe &amp; Friends</b>		
Contact:	John Doe 123 Name of Street Anytown, VA 12345	Phone:	123-456-7890
		Cell:	987-654-3210
		Email:	<u>johnandjanedoe@notanemail.com</u>

**Please read carefully and complete "Your Event Registration" form in detail.** Also, see the enclosed Rates, Rental Agreement and Special Requests Form.

You minimum deposit of \$\_\_\_\_\_ is due by **3/15/2022**. Your deposit will be applied to your total bill and is non-refundable after 90 days prior to your event. Payment/deposit can be made online at **www.ootbay.org**. Your deposit and the return of this signed form are due by 3/15/2022 to reserve the following:

<b>Facilities:</b> Cabins #1-3 <b>Meals:</b> 10 meals in Dining Hal - Tuesday Lunch - Friday Lunch <b>Special Requests:</b> Low Ropes Course 1-3 hours Wednesday, 2-4p.m. <b>Pricing:</b> Regular 2022 Rates for lodging. Meal pricing TBD for 2028.	Minimum Deposit due 3/15/2022 \$_____
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**Your reservation is not complete without a minimum deposit, this signed form, and the Special Requests Form.** You can email your completed & scanned/photo forms to campootb@gmail.com. Payment can be made online at www.ootbay.org. We will hold your tentative reservation until the date above. If this form and deposit are not returned, your reservation will be cancelled. If you cancel less than 90 days from your scheduled event, the deposit is non-refundable and non-transferrable because we have held the facility for you up to that time. There is a \$25 deposit retention fee for cancellation more than 90 days prior to your event.

Settlement for any remaining fees will be completed after your event. When you arrive at camp, you will find a "Your Event Data" form inside your reserved facility. Use this form to keep track of your participants and deliver the completed form to our mailbox next to the camp office before you depart. You will receive a bill via email or post-mail for any remaining fees due. After your event, if there are questions regarding your numbers, we will be in contact with you. **READ ALL ENCLOSURES. SEE ENCLOSED RATE SHEET FOR FEES AND RENTAL AGREEMENT FOR DETAILS.**

Provide us with a projected attendance in the blank below. *If you are requesting meal service, you must provide your final count and dietary restrictions no later than 14 days prior to your arrival.*

**Please complete any blanks (or make changes below):**

**ARRIVAL:** Tuesday, May 3, 2028 11a.m.      **DEPARTURE:** Friday, May 6, 2028 2p.m.

**NUMBER IN GROUP: TOTAL ESTIMATED # IN GROUP:** \_\_\_\_\_

*I have read this "Your Event Registration: form, the enclosed letter, "Rates", "Special Requests" and "Rental Agreement" and consider these and the above information as our agreement.*

**SIGNED:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

*\*Return a signed copy of this form, your deposit and completed Special Requests Form (if any). Keep a copy for your records.*



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## Special Requests For Your Event

**EQUIPMENT, FURNITURE & TABLES:** Do you have any equipment or furniture requests not listed on our facility descriptions and thus not covered by your attached event reservation? Please indicate number of items and location where you want these placed. Items will be placed in facilities, but not set up, please plan accordingly and arrive early to set up you room to meet your needs. *Availability of these items is limited, especially tables.* Camp Occohannock will contact you if any of the needs cannot be met. Camp Occohannock is not obligated to meet additional requests AFTER your arrival.

Dry Marker Board: # \_\_\_\_\_; Location(s) \_\_\_\_\_ Lecturn location: \_\_\_\_\_

Extra Tables; location: # \_\_\_\_\_ in \_\_\_\_\_

Extra Chairs; location: # \_\_\_\_\_ in \_\_\_\_\_

Other furniture & equipment requests/locations: \_\_\_\_\_

If available, we request shared access to **Lynch Center** on these days/times: \_\_\_\_\_

If available, we request shared access to **Worship Center** on these days/times: \_\_\_\_\_

**FOOD SERVICES:** Breakfast at 8a.m., Lunch at 12:30p.m., Dinner at 5:30p.m. Deviation from times is available, please talk with Camp Office before you reserve. Buffet Style or Family Style is at the discretion of our kitchen. For our kitchen to prepare meals, total group size must be 20 persons or more. You may request meals with fewer than 20 persons, but you must pay for minimum 20 persons. With minimum 14 day advance notice, our kitchen can accommodate vegetarian, gluten-free, dairy-free, and nut-free dietary restrictions. **You must provide your final meal count AND dietary restriction requests at least 14 days prior to your arrival and this amount will be the minimum number of meals on your invoice.** The minimum deposit for meals is 50% of the fees for your reserved meals.

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Breakfast - 8:00a.m.	\$12 per person	\$6 with paying adult	\$0 with paying adult
Lunch - 12:30p.m.	\$14 per person	\$7 with paying adult	\$0 with paying adult
Dinner - 5:30p.m.	\$14 per person	\$7 with paying adult	\$0 with paying adult
Snacks (optional)	\$2.50/person - can be flexible on times		

Meals requested & Dates: \_\_\_\_\_ Any alteration to meal times: \_\_\_\_\_

Approx. # of Adults/Teens: \_\_\_\_\_; # of children 3-12: \_\_\_\_\_; # of infants/toddlers 0-2: \_\_\_\_\_

Snacks: # of persons: \_\_\_\_\_ Dates & Times: \_\_\_\_\_

Number of persons requesting special Dietary Items:  
 \_\_\_\_\_ Vegetarian \_\_\_\_\_ Gluten -Free \_\_\_\_\_ Dairy-Free \_\_\_\_\_ Nut Free (which nuts to avoid) \_\_\_\_\_

List persons in your group with life-threatening food allergies with specific descriptions (airborne, skin contact, ingestion, etc.) \_\_\_\_\_



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# Special Requests For Your Event Page 2

## PROGRAMMING & OTHER SERVICES:

**Lifeguarding :** \_\_\_ 0-2 hours = \$50 \_\_\_ 2-4 hours = \$100 \*Please bring water shoes to go in the bay.  
 Date/Time: \_\_\_\_\_

**Canoeing Trip:** \_\_\_ person minimum/\_\_\_ person maximum = \$75 for 2 hour experience  
 Date/Time: \_\_\_\_\_

### Low Ropes, Climbing Wall, Archery/Slingshots

- Date/Time: \_\_\_\_\_ \_\_\_ Low Ropes Course with Climbing Wall (8-50 persons) \$15/person
- Date/Time: \_\_\_\_\_ \_\_\_ Climbing Wall Only (8-50 persons) - \$10/person
- Date/Time: \_\_\_\_\_ \_\_\_ Archery (with/without Slingshots) (5 person min.) - \$5/person
- Date/Time: \_\_\_\_\_ \_\_\_ Camp Style Fun Games/Leadership - \$50/hour -up to 25 persons
- Date/Time: \_\_\_\_\_ \_\_\_ Campfire Built (match Ready) - \$25/site

**Tree Climbing:** 1-2 hour experience for 20 people max (only 10 can climb at a time) \_\_\_\_\_ \$15/person  
*\*Please be wearing sneakers for this\**

**Anything you want us to know or you may need?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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<b>Tent Camping</b>	Tent camping is popular on our grounds.		\$5/night/tent

**PICNIC SHELTER:** *(Available March 1 - November 31) Deposit to reserve is the minimum fee per day. \*For use of shelter for weddings, please call Camp Office for pricing and policies.*

<b>Picnic Shelter</b>	Up to 50 persons; open air; picnic tables; fire pit; water spigot; electric; game field nearby;	\$50 Day Use
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**CONFERENCE ROOMS:** *Deposit to reserve conference rooms is the fee per day.*

<b>Lynch Center Main Room</b>	Up to 125 persons. tables, chairs, ice machine, bathrooms; electrical outlets; air conditioned; heated; lecturn; projector/screen	\$4/person with minimum \$250/day
<b>Worship Center Main Room</b>	Up to 200 persons. tables, chairs, bathrooms; electrical outlets; air conditioned; heated; lecturn; stage; piano; sound system, Media Center	\$4/person with minimum \$250/day

**FOOD SERVICES:** Breakfast at 8a.m., Lunch at 12:30p.m., Dinner at 5:30p.m. Deviation from times is available, please talk with Camp Office before you reserve. Buffet Style or Family Style is at the discretion of our kitchen. For our kitchen to prepare meals, total group size must be 20 persons or more. You may request meals with fewer than 20 persons, but you must pay for minimum 20 persons. With minimum 14 day advance notice, our kitchen can accommodate vegetarian, gluten-free, dairy-free, and nut-free dietary restrictions. **You must provide your final meal count AND dietary restriction requests at least 14 days prior to your arrival and this amount will be the minimum number of meals on your invoice.** The minimum deposit for meals is 50% of the fees for your reserved meals. Your invoice form evals will reflect the rates of the year (Sept 1 - Aug 31) in which you hold your event. Contact our office if your group is interested in a special event.

Meal & Time	Price per Adult & Teen 13+	Price per Child age 3-12	Infant/Toddler age 0-2
Breakfast - 8:00a.m.	\$12 per person	\$6 with paying adult	\$0 with paying adult
Lunch - 12:30p.m.	\$14 per person	\$7 with paying adult	\$0 with paying adult
Dinner - 5:30p.m.	\$14 per person	\$7 with paying adult	\$0 with paying adult
Snacks (optional)			
Lynch Center Full-Kitchen Rental	\$125/day	Kitchen MUST BE cleaned up and left as you got or a \$50 cleaning charge will apply	
Worship Center Fridge/ Kitchen Space Rental	\$50/day		

**PROGRAMMING & OTHER SERVICES:** Deposit to reserve programming is full cost, due 2 weeks prior to your event. You may reserve programming with fewer than 8 persons, but you must pay for minimum persons and your invoice will reflect the rates of the year in which you hold your event.

Lifeguarding (REQUIRED for swimming)	0-2 hours = \$50      2-4 hours = \$100 *Please bring water shoes to go into the bay*
Canoeing Trip	6 person minimum (12 person max) = \$75 (2 hour experience)
Low Ropes Challenge, Initiatives & Climbing Wall	1-3 hour experience = \$15/person 8-50 persons
Archery	\$5/person - 5 person minimum
Tree Climbing	\$15/person - 5 person minimum (1-2 hour experience)
Copies	10 cents per page (Black & White Only)
Outdoor Campfire built - match ready	\$25/site
Fun Group Building Games/Leadership	\$50/hour - group up to 25 persons
Youth Group Day, Weekend Events, School Field Trips	<i>Please contact Camp Office to put together what you need</i>

**WEDDING FEES:** *Wedding rentals*

Indoor Wedding & Reception (Worship Center)	\$1,000 *Includes rehearsal the day before
Outdoor Wedding & Indoor Reception (Worship Center)	\$850 *Includes rehearsal the day before
Outdoor Wedding & Outdoor Reception	\$600 *Includes rehearsal the day before
Lynch Center Kitchen Use for Wedding:	\$125

**NOTES:** Damage to facilities, equipment or grounds will be charged to individuals/groups responsible. We can host multiple groups on the same dates, so you may see other groups in other areas of camp. We encourage you to meet others and enjoy shared fellowship at Camp Occohannock. **Rates are subject to yearly increases on September 1.**

Your invoice for lodging and rentals will reflect the rates of the year (Sept 1- Aug 31) in which you pay your reservation deposit.

Your invoice for meals and programming will reflect the rates of the year (Sept 1 - Aug 31) in which you hold your event.

Questions - please contact Camp Office.



Camp Occohannock on The Bay  
9403 Camp Lane  
Belle Haven, VA 23306  
757-442-7836  
campootb@gmail.com  
www.ootbay.org

# Camp Occohannock Rental Agreement

*Rules for acceptance and participation in Camp OOTB events are the same for everyone regardless of age, race, color, national origin, gender or disability.*

This agreement contains requirements and recommendations to enable your group to have a safe and enjoyable stay while visiting our grounds. These guidelines are in accordance with the American Camp Association's standards for camps and conference centers and the policies set forth by Camp Occohannock's Site Council (Governing Committee). Your signature on the Event Registration Form indicates that you have read this Agreement and that you accept the terms of this agreement. It also indicates that you agree to abide by and enforce the rules, policies and guidelines in this Agreement.

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18. Common Sense Practices

## 1. INTRODUCTION

TOGETHER: with God, with each other, with creation. When we live TOGETHER in intentional community (even for a short time), we gain person to person skills to benefit our homes, schools, churches, communities, nation and the world. **Camp Occohannock a part of the United Methodist Church of Virginia and we exist to foster and build relationships with God, with each other, and with all of God's creation, TOGETHER. We live this ministry through our summer camps, our services, and availability of our facilities to everyone.**

**Founded in 1958, Camp Occohannock is 'sacred ground' for thousands of people who find sanctuary in these 50 acres. Our primary mission is as a Christian Summer Camp, so our lodging and our bathing facilities are rustic and simple.** Take comfort in simplicity and bring a self of self-sufficiency for your stay. (See #7 on What To Bring). With this in mind, we welcome your use of site and facilities for your event. You and your group must abide by this agreement and the camp's policies and guidelines. *We hope you enjoy your time and experiences TOGETHER at Camp Occohannock.*

## 2. CAMP OOTB RULES AND POLICIES

These rules and policies will ensure the comfort, safety, and proper peaceful environment of all our guest. Camp OOTB reserves the right to dismiss any guest or to notify law enforcement regarding any disturbance or noncompliance with stated policies. Help monitor camp while you are here to ensure the safety of all guests, especially children.

1. No smoking, no e-cigs or vaping. No tobacco, no nicotine, no alcohol, no cannabis, no drugs no obscene language. If you need to smoke, please do so in your vehicle.
2. You MUST supervise children/teens at all times in all areas and facilities including meal times. You are responsible for the behavior, safety and first aid of your group members.
3. Do not enter buildings that you have not reserved. Only the buildings, equipment and areas you have reserved are available and accessible to you. The Lynch Center Dining Hall and Worship Center are available for guests who have purchased/reserved meals in advance.

4. No Pets, NO DOGS, and no animals. Leave your pets at home in in someone else's care.
5. No weapons, hunting, ammunition, target shooting, BB or pellet shooting, paint-ball, fireworks or explosives.
6. Vehicles: Speed limit is 5MPH. Park in designated areas; avoid parking in grass when possible. Once on site, park your car and walk to and from areas of use, unless providing mobility for those with disabilities. Vehicles yield to pedestrians and cyclists, and cyclists yield to pedestrians. Pedestrians have the right of way everywhere. Turn off your car stereo when on camp. Do not transport your participants anywhere in non-passenger vehicles or in the beds of trucks. Wear seat-belts in moving vehicles.
7. Cyclists must wear bike helmets. Bikes yield to pedestrians; be wary of vehicles. No biking after dark w/out lighting.
8. No motorized bikes, scooters, ATV's, go-karts, etc. Motorcyclists driving to camp must follow rules for vehicles.
9. For insurance purposes, horses are not allowed on camp w/o prior written approval from the Director.
10. Keep out of posted "STAFF ONLY" areas and buildings, including the Maintenance Shed.
11. Trash: Place all trash in the dumpster besides the Lynch Center. Thank you.
12. Quiet hours are from 10p.m. - 7:30a.m. Music (unless live singing) should be inaudible to other guests.
13. To avoid foot injury, wear shoes at all times (except in bed and in shower). Flip flops are discouraged. Shoes MUST be worn when going in the bay - we don't know what things are on the ground and don't want injury!
14. To avoid injury or damage to camp property and facilities, do not throw anything, except during outdoor games. Do not play throwing games near or inside building (unless in Gym) and no rough or dangerous play or activities.
15. You should bring your own First Aid Kit, but in case, a First Aid Kit is in the Nurses Station. An A.E.D. machine is in the Lynch Center and Worship Center Buildings. In a life-threatening emergency, call 9-1-1. Bring and use hand sanitizer and disinfectant wipes.
16. Fishing is by permission only.
17. Keep wheelchairs and strollers back from the water. Be sure to lock brakes to prevent accidental rolling into the water.
18. Leave facilities, furniture, equipment and areas of use orderly, clean and free from food waste. Please transport your trash to our dumpster by the Lynch Center.
19. Extra paper supplies, trashcan liners, cleaning supplies, plungers and brooms can be found in closets and cabinets. Please be as self-sufficient as possible during your stay. Thank you for helping us by helping yourselves.
20. Follow the camp's "Environmental Guidelines" as detailed in this packet.
21. Follow the camp's "Common Sense Courtesies" as detailed in this packet.
22. See rules and guidelines for waterfront activities as detailed in this packet.

### 3. CAMP RULES TO TEACH CHILDREN AND TEENS IN YOUR GROUP

- |                               |                                                     |                                                          |
|-------------------------------|-----------------------------------------------------|----------------------------------------------------------|
| 1. Be kind and helpful.       | 4. No rough play.                                   | 6. Walk (don't run) on paths, pavement, trails or gravel |
| 2. Stay w/ your adult leaders | 5. Wear shoes at all times (except in bed & shower) |                                                          |
| 3. Obey your adult leaders    |                                                     |                                                          |

### 4. RESERVATION, DEPOSIT, BILLING & RATES

A. **Reservation:** Your reservation is not complete without a specific minimum deposit, your signed "Event Registration Form" and your completed "Special Requests Form," all returned within 30 days (or by the date shown). The minimum deposit counts toward your total bill. Payment/deposit can be made online at [www.ootbay.com](http://www.ootbay.com). We will hold your tentative reservation for 30 days. If your signed forms and deposit are not returned within 30 days or the date gifted, your reservation will be cancelled.

B. **Minimum Deposits:** (See our Rates for details). We will calculate your minimum deposit for your event. For lodging, your minimum deposit is the minimum fee per night per facility. For Lynch Center and Worship Center rentals, your minimum deposit is the fee per room per day. For rented equipment, your deposit is the fee per item. For programing items, your fee is the minimum fee per hour. For meals, your minimum deposit is 50% of the fees for your reserved meals. No tent camping deposit is necessary, but you must all or email ahead to reserve this.

C. **Billing:** Settlement for any remaining fees (balance due) will be completed after your event is complete. When you arrive at camp, we will give you a form titled "Your Event Data Form," Before you leave camp, return the

completed "Your Event Data Form" to the office mailbox next to the Camp Office. After your event, if there are any questions regarding your numbers, we will be touch. For meals, you will be billed for the reserved number of persons or your actual number of persons, whichever is larger. We will bill you via post-mail or email for any remaining balances. You are responsible for any damage to camp property or facilities.

D. **Rates** are subject to yearly increases on September 1. Your invoice for lodging and rentals will reflect the rates of the year in which your event is reserved. Your invoice for meals and programming will reflect the rates of the year in which you hold the event.

E. Provide us with **updates** to your projected attendance, meal count, or Special Requests ASAP and no later than 14 days prior to your arrival. If you are requesting meal service, you must provide your final count no later than 14 days prior to your arrival. For meals, you will be billed for this reserved number of person or your actual number of persons, whichever is larger. Your reservation is not complete without your minimum deposit and your signed "Event Reservation Form"

## 5. CANCELLATION

If Camp Occohannock cancels the agreement for any reason, User shall be entitled to a full refund of any deposits paid, of User may apply deposits to reschedule their Event within the calendar year. If User cancels the Agreement more than 90 days prior to the scheduled event, User shall be entitled to a full refund of all deposits, **minus a \$25 processing fee**. If User cancels the Agreement less than 90 days prior to the scheduled event, the minimum deposit is non-refundable because Camp Occohannock has reserved the facility for User up to that time, and it is not likely that Camp will be able to rent the facility to another group in the short notice. **Emergency Cancellation:** In the case of a cancellation due to a direction of civil authority or government-declared state of emergency, User may request a full refund of all deposits paid, or User may apply deposits to reschedule their Event within the calendar year. Otherwise, Camp OOTB is obligated to be open and ready for User's event in any kind of weather.

## 6. INDEMNIFICATION

To the fullest extent permissible by law, each party agrees to save and hold harmless the other, including its owners, employees, trustees, agents or officers from and against any claim, suit, cause of action settlement or judgement brought against it by any party arising out of the indemnifying party's breach of its duty of reasonable care or intentional act arising out of the subject matter of this Agreement, including attorney's fees and other costs of suit.

## 7. WHAT TO BRING:

Remember: Camp Occohannock is a non-profit Church Summer Camp; not a luxury hotel. We recommend packing lightly and minimally so that you are not bogged-down or distracted from the goals of your event. Find comfort in simplicity.

- Camp Occohannock does not provide linens, so bring linens for overnight guests including bedding, towels and washcloths
- Bring and use hand sanitizer, disinfectant wipes, and extra facemasks to prevent the spread of communicable diseases
- Bring sleeping bag or blankets/sheets (for overnight guests) appropriate for bunk use; and a pillow.
- Extension cord and chargers you may need for your event equipment.
- Flashlight for overnight guests; our site is not overly lit by street lights, so if your event involves night walking you may need a flashlight. Bring a star chart to enjoy the beautiful skies too!
- Clothing/shoes appropriate for the weather. Please enjoy the camp's natural setting. If you are able, please walk (not drive) to and from your areas of use. Check upcoming weather reports for Belle Haven, VA and bring rain gear.  
First Aid Kit(s): bring one or more well-supplied kits for your group.
- Supplies for your event, including copies of handouts, tape, markers, pens, signs, etc.
- Wheelchair for whom walking is difficult
- Bicycles are welcome and encouraged on our roads, paths and trails. Cyclists must wear helmets.
- Recreational equipment: if your event is depending on good, reliable equipment, you should bring your own.
- All your personal items including: soap, shampoo, toothbrush, etc.
- Cell phone and charger. We have limited cell service so we find our phones may not stay charged as long, be prepared for limited reception. Might be the perfect time to unplug for a little.

## 8. HEALTH AND SAFETY

- a. You are responsible for your own First-Aid. Camp Occohannock does not provide on-site medical care. Provide one or more adequately supplied First Aid Kits for your group.
- b. Bring and use hand sanitizer and disinfectant wipes to prevent the spread of communicable diseases.
- c. You must provide adequate adult supervision of children and teens at all times. You are responsible for the safety and behavior of your children and participants. Your adult leadership must supervise at all times.
- d. We highly recommend that at least one adult (21+) be certified in First Aid & CPR.
- e. Be sure you have a reliable vehicle with enough fuel for a 25 minute drive to the nearest hospital
- f. Bring a cell phone and charger.
- g. Collect from your group, bring, and have available a list of health conditions and restrictions or special needs requiring accommodations during your event.
- h. For each participant under the age of 18 and not accompanied by their parent/guardian, bring a signed form granting permission to participate and what they will allow in regards to emergency treatment.
- i. In case of accident or injuries occurring at Camp Occohannock, you must notify the host or staff, an inquiry directly resulting from camp property or facilities; camp property or facilities were damaged in the incident, or when local emergency services are called to Camp Occohannock.

## 9. LEADERSHIP & SUPERVISION

- a. You must provide adequate adult supervision of children and teens at all times during your event. You are responsible for the safety and behavior of your participants.
- b. We strongly recommend the following adult to child ratios by age group: Children 4-5years old= 1:5; 6-8 years old = 1:6; 9-14 years old = 1:8; 15-18 years old = 1:10. An adult is a responsible person who is at least 21 years old.
- c. In order to provide adult supervision, an adult should bunk in rooms/cabins with persons 17 and under unless special permission is given otherwise.
- d. The person in charge, as indicated on the "Event Registration Form" will be responsible for informing the group of camp rules, ensuring that facilities and equipment are cared for, and that all rules and policies are enforced.
- e. We strongly recommend completing background checks on all your group's leadership who will be responsible and work with the children/teens in your event. For a fee, and advance notification, Camp Occohannock can help you perform a comprehensive background check for your leadership with their signed permission.

## 10. TEN RECOMMENDATIONS FOR PLANNING A SUCCESSFUL RETREAT

1. Start planning early. Reserve facilities and dates as far in advance as possible to secure your first choice of dates. Involve some of your participants in the planning process. Camp OOTB can do reservations up to 2 years in advance.
2. Identify your purpose and goals for your event. What do you hope participants will gain by attending the event?
3. Budget carefully and honestly. Base per-person fees on your total expected costs; add 10% for unexpected expenses and add 10-25% as deposit funds for the next retreat.
4. Collect participant fees in advance to help you ensure their presence AND ensure your expenses are covered. Develop a policy about refunds and cancellations based upon Camp's policies.
5. Know what to expect at Camp Occohannock. Read all our information. If possible visit the camp early with your planning team to see the facilities.
6. Plan activities and resources. Fit the retreat purpose and activities to the needs, skills, and limitations of participants. Utilize available activity and program options at the camp and reserve accordingly. Also, plan appropriate interaction with the nature here at camp!
7. Promote your event directly and individually to possible participants well in advance. Prepare written information and involve your planning team in making personal invitations.
8. Creativity and confidence. There will likely be surprises during your retreat, so plan to be flexible while keeping sight of your goals. Be creative but maintain some tradition which are meaningful for your participants. Also don't cancel due to low numbers; proceed and give everyone a great time. Their enthusiasm will ensure future events.
9. Evaluate and adapt. Were goals met? What was especially meaningful? What could be done better?
10. Your Next Retreat. Start planning your next retreat and reserve space at Camp Occohannock as soon as possible and at least one year in advance.

## 11. WHAT TO EXPECT FROM US

- a. Please make all arrangements and special request prior to your arrival. Be as self-sufficient as possible. We trust that you chose to have your event at camp because you are self-reliant, you enjoy the outdoors, and you tend to be a 'do-it-yourself' group. Even so, let us know how we can help you make your event successful.
- b. If you arrive before 5p.m. Monday -Friday, stop in our office and meet us. If it is after 5p.m. or Saturday or Sunday, a welcome packet can be found in your reserved facility with "Your Event Data Form" and contact information for your on-duty Staff/Volunteer/Host.
- c. Each facility you have reserved will be clean, unlocked, AND there should be a welcome sign on the door of each facility you have reserved. If you are unsure how to locate your facility, refer to the enclosed site map of Camp Occohannock. You are welcome to post other signs to direct your group throughout the camp.
- d. A Camp Occohannock Staff or Volunteer will be on call and available to you by phone during your event, and their phone number will be printed on your "Event Data Form" and on the welcome signs.
- e. Unless we have direction of cancellation by civil authority or government-declared 'state of emergency', Camp Occohannock is open and ready for your event in any kind of weather. In the case of lasting power outage, we will discuss options with you.
- f. During cold weather, our facilities have heat. Thermostats are easily operable (Please do not overheat your facilities).
- g. Unless otherwise noted, our bedding is bunk-beds with mattresses. Bring your own linens. We supply toilet paper, paper towels and hand soap. Bring your own toiletries and personal items (soap, shampoo, etc.)
- h. You will find your requested/reserved furniture and/or AV equipment in your facility as you have indicated on your Special Request Form. Arrange the furniture as you would like without damaging the floors or interior. Replace all furniture to the original location as you found it when you depart.
- i. We recommend that you arrive early to arrange your room(s) and furniture prior to your group's arrival. We typically do not set up tables and chairs for groups in advance so that YOU can arrange them as you would like them to be.
- j. Unless another guest group has paid for exclusive use of the Fields, you have shared access to the fields, games and activities. (Bocce, 9-Square, Giant Chess/Checkers, Volleyball, etc.)
- k. Someone from Camp will call you within two days of the conclusion of your event to confirm the number of persons who attended, as indicated on Your Event Data Form. For meals, you will be billed for your reserved number of persons, that you provided at least 14 days before the event or your actual number of persons, whichever is larger. Your final bill (invoiced after the event) will be subject to the rates and fees in use by Camp Occohannock during the year of your event. We will bill you via post-mail for any remaining fees. You are responsible for damage done to camp property for facilities.
- l. Camp Occohannock adheres to over 300 health, safety and operational standards. We hope you enjoy your stay here.

## 12. WHAT WE EXPECT FROM YOU

- a. We expect that you have read this Agreement and the enclosed information and that you accept the terms of this Agreement, that you have communicated this information to others in your group, and that you and all your group agree to abide by and enforce the rules and guidelines of the Agreement, including: The Camp Occohannock Rules & Policies, the Camp Occohannock Environmental Guidelines and Practices and the Camp Occohannock Common Sense Courtesies.
- b. We expect that you will inform us of your equipment and furniture requests through the Special Requests Form and that you will arrange your room's furniture the way that you want it upon your group's arrival.
- c. FIRST AID: Provide a first aid kit and at least one adult who is currently certified in CPR & First Aid is HIGHLY recommended.
- d. Bring and use hand-sanitizers and disinfectant wipes.
- e. EMERGENCY TRANSPORTATION: Provide a vehicle with enough fuel to reach the hospital in case of emergency.
- f. PHONES: Do not plan to receiving incoming calls during your event UNLESS YOU HAVE PERSONAL CELL PHONES. If persons in your group expect emergency calls during your event, please provide all persons with your cell phone number. Land-line phones are not available.
- g. CLEAN-UP: Upon leaving, your facilities should be swept and left clean and orderly. If food was in trash containers, please tie the bag and take it to our trash dumpster, located next to the Lynch Center Building/ Parking Lot. Return camp equipment to designated areas. Report any emergencies or breakages to on-site staff or hosts or write it on Your Event Data Form. You are responsible for damage done to camp property/facilities, including stains or any extreme cleaning that is needed after you leave camp.

- h. LINENS: You must bring your own linens: sheets, pillows, pillowcases, blankets, towels and washcloths.
- i. LOST AND FOUND: You should check all your facilities thoroughly before leaving and take any lost and found items with you. Persons leaving items must return to get them or pay for COD charges plus a \$5 service charge to have them mailed. We keep lost items in our Lost & Found Box for one month.

### **13. GUIDELINES FOR GROUPS USING CAMP OCCOHANNOCK'S FOOD SERVICE**

- a. If you are requesting meal service, you must provide your final count no later than 14 days prior to your arrival. We need this information so that we can order the correct amount of food and properly schedule staff help. For meals, you will be billed for this reserved number or your actual number, whichever is larger. Minimum deposit for meals is 50% of the fees for your reserved meals. Contact us about providing meals for fewer than 16 persons.
- b. Meal times are 8:00a.m., 12:30p.m, and 5:30p.m. unless otherwise arranged with us.
- c. Expect other guest groups to be present for meals. Enjoy shared fellowship at Camp Occohannock.
- d. For more information on Food Services, visit: [www.campoothbay.org/food](http://www.campoothbay.org/food) and "Rates" information pages.

### **14. GUIDELINES FOR GROUPS PROVIDING THEIR OWN FOOD SERVICES**

- a. If you are not scheduling Camp Occohannock to provide your meals, you may use provide your own food, seasonings, paper products, utensils, dishwasher, cups, cookware and cleaning/sanitizing products. Facilities on camp have limited cooking/eating supplies.
- b. All potentially hazardous foods (dairy, eggs, meats, fish, some veggies, etc.) should be stored at 40 degrees F or below.
- c. Garbage containers are available in each kitchen and dining facility. Keep containers covered when not in use to prevent the spread of disease. When eating outdoors, you are responsible for bagging your trash and placing it in dumpster next to the Lynch Center building.

### **15. WATERFRONT RULES**

- a. No swimming or wading in ponds. Our ponds are maintained for natural aquatic life.
- b. Fishing is permitted on the pier and only on a catch and release basis using barbless hooks.
- c. Keep wheelchairs/strollers back from water, lock brakes, monitor to prevent accidental rolling into the water.
- d. Use care and caution near the water.
- e. Please note that you cannot canoe or kayak without lifeguard/waterfront coordinator present.
- f. Shoes must be worn in the water to prevent injury.
- g. Lifejackets must be worn on water activities, except in designated swimming areas (after passing swim test with lifeguard)
- h. We utilize a 'Buddy System' in the water.

### **16. WHAT CAN YOU DO WHILE YOU'RE HERE**

- a. SPORTS: Unless being exclusively rented by another group, the activities are open for your use (basketball, volleyball, gaga ball, 9-square, giant chess/checkers, bocce, soccer, ultimate frisbee, etc.) Please bring your own equipment if possible.
- b. Camp Store sells Camp Occohannock shirts, bottles and more. Contact us to schedule a time to open that up for you and your guests.
- c. FISHING: Catch & release only over on the pier.
- d. HIKING: There is a map included with a few short trails to take some time in nature.
- e. BIKING: Bring your own bikes and helmets and enjoy the paths at camp and also the nearby areas.
- f. KAYAKING/CANOEING: Please schedule these ahead of time.
- g. CLIMBING WALL, GROUP GAMES, TREE CLIMBING, etc. Please see our rates sheet and request those ahead of time so that we can have prepared staff for your needs.
- h. SERVICE PROJECTS: Call ahead and discuss and arrange a service project. Projects are available for all ages and skill levels. We are open to bartering: lower fees in exchange for work projects!

### **17. ENVIRONMENTAL GUIDELINES & PRACTICES**

Camp Occohannock consciously practices and models stewardship of God's creative Earth. As we gain better understanding of environmental issues and sustainable living, renewable energies, so too will our guidelines and practices adapt.

#### **Environmental Guidelines**

- a. HELP CONSERVE ENERGY: Turn off lights, turn down heat, turn off faucets, fans and appliances when not in use when we you leave. Do not prop doors open in winter and keep thermostats as low as comfortable. Do not overheat rooms. Upon leaving, close and lock all windows and doors.
- b. HELP CONSERVE RESOURCES: Please plan to bring and use washable cookware, plates, cups and tableware and clean-up supplies. Most buildings have sinks or access to them. Be sure water faucets are off when not in use. Our dumpster is only for camp operations and guests.
- c. HELP TO 'LEAVE NO TRACE': Please do not litter and help pick up after others who are not as responsible. Small campfires are allowed in established fire circles only. Firewood is available. Do not cut standing trees and do not break off limbs off standing trees, even if believed to be dead. Collect kindling in the woods off of downed branches. Tent camp in designated areas unless approval is given from Camp Office. Park/drive in designated areas only. Hike/walk on trails only; tread gently. Leave wildlife alone except for photos. Do not pick wildflowers. Please *"Take only photos and memories; leave only footprints; kill nothing but time."*

#### **Environmental Practices**

- a. WE WORK TO CONSERVE ENERGY: We do not over-light or over-heat our facilities, especially unoccupied facilities.
- b. WE WORK TO PRESERVE AND ENHANCE WILDLIFE HABITATS AND WE WORK TO 'LEAVE NO TRACE': Some fields, areas and ponds are left to enhance natural wildlife. We do not harvest any trees except dead, hazard or fallen trees. There is no hunting at Camp Occohannock. Our Summer Camp practices and teaches "Leave No Trace" guidelines.

#### **18. COMMON SENSE COURTESIES**

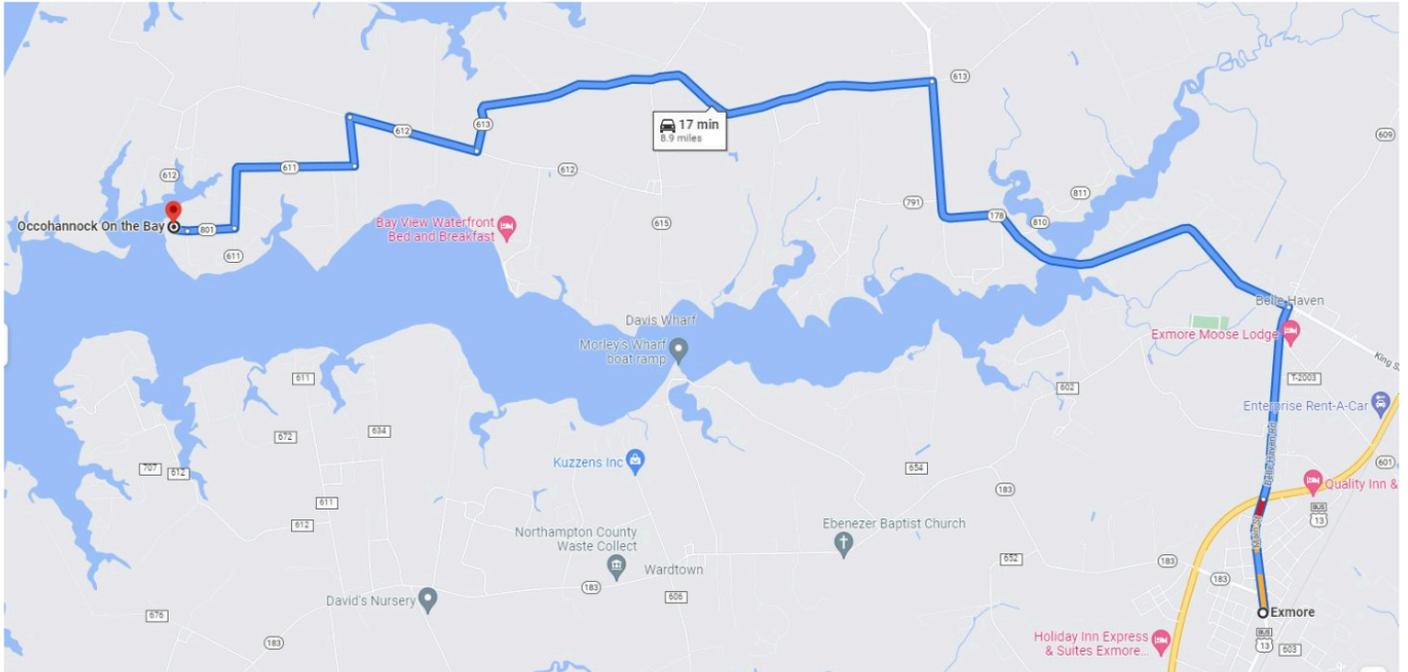
- a. Extra paper supplies, trashcan liners, cleaning supplies, plungers and brooms can be found in closets and cabinets. Please be as self-sufficient as possible. Thank you for helping us by helping yourselves.
- b. Limited ice is available from the kitchen.
- c. For your safety, supervise minors at all times. Helmets are required for biking.
- d. Noise & Quiet Hours: keep your noise level low. Music (unless live or group singing) should be inaudible for other guests. Quiet hours are generally 10:00p.m. through 7:30a.m.
- e. Limit your vehicle traffic and use. Speed limit is 5MPH. Pedestrians and cyclists always have the right-of-way.
- f. Only the building, equipment and areas you have reserved are available and accessible to you.
- g. Remember, Camp Occohannock is "Sacred Group" and we are Christian camp open to all persons. We invite you to come and walk with God here at Camp Occohannock.

*This Rental Agreement is available in full (in PDF) as well as additional information, at our website: [www.ootbay.org](http://www.ootbay.org). Thank you for choosing Camp Occohannock*

# Camp Map



# ***DIRECTIONS TO CAMP***



## Directions to the Camp from Belle Haven Post Office

Coming from Exmore towards Belle Haven pass the Post Office in Belle Haven  
Turn Left onto Shields Bridge Road (Large white convenient store on the corner)

After 2 miles turn left onto Indian Trail Road  
After 1.5 miles you will come to a stop sign and turn onto Davis Wharf Rd.  
You will make an immediate right back onto Indian Trail Road

Continue on that road for approximately 1 mile  
When you come to a stop sign make a right onto Scarborough Neck Rd  
Travel for about a .5 miles then a make a left onto Occohannock Drive

Follow that road for a little over a mile it will turn a couple of times. You should start to notice small signs directing you toward the camp.  
Make a right at the sign road Camp Lane

You will come down a lane with trees on both sides.  
Eventually the road will turn left but you want to continue through the small white gate  
You have now entered into Occohannock on the Bay Camp and Retreat Center! Office will be the small building on your right. Lynch Center / Dining hall sits behind it.

## CAMP OCCOHANNOCK RULES & POLICIES

These rules and policies will ensure the comfort, safety and proper peaceful environment of all our guests. Camp Occohannock reserves the right to dismiss any guest or to notify law enforcement regarding any disturbance or noncompliance with stated policies. Help monitor camp while you are here to ensure the safety of all guests, especially children.

1. No smoking, e-cigs, or vaping. No tobacco, no nicotine, no alcohol, no cannabis, no drugs, no obscene language.
2. You MUST supervise children/teens at all times in all areas and facilities including meal times in the Dining Hall. You are responsible for the behavior, safety and first aid of your children/teens and your group members.
3. Do not enter buildings that you have not reserved. Only the building, equipment and areas you have reserved are available and accessible to you.
4. No pets, NO DOGS, and no animals. Leave your pets at home or with someone else.
5. No weapons, hunting, ammunition, target shooting, BB or pellet shooting, paint-ball, fireworks or explodes.
6. Vehicles: Speed limit is 5MPH. Park in designated places; avoiding just parking anywhere when possible. Once on site park your car and walk to and from areas, unless providing mobility for those with disabilities. Vehicles yield to pedestrians and cyclists and cyclists yield to pedestrians. Turn off your car radio/stereo when on camp. Do not transport your participants anywhere on or off camp property in non-passenger vehicles. No biking after dark without lighting.
7. Cyclists must wear helmets.
8. No motorized bikes, scooters, ATVS, go-karts.
9. For insurance purposes, horses are not permitted encamp.
10. Keep out of posted 'STAFF ONLY' areas and buildings.
11. Trash: place all trash in dumpster located next to the Lynch Center building.
12. Quiet hours 10:00p.m. - 7:30a.m. Music (unless live/singing) should inaudible to other guests.
13. To avoid foot injury, wear shoes at all times. Flip flops are discouraged.
14. To avoid injury or damage to camp property, do not throw anything, except during outdoor games. Do not play throwing games near or inside buildings, no rough or dangerous play/activities.
15. You should bring your own First Aid Kit but just in case we have one on the Nurses Station, in the Lynch Center Building. An AED is located in the Lynch Center AND Worship Center Buildings. In a life-threatening emergency please call 9-1-1.
16. No swimming in water unless a lifeguard is present.
17. Fishing is permitted off the pier and is catch and release only with barbless hooks.
18. Leave facilities, furniture, equipment and ares of use orderly, clean and free from food-waste. Please take your trash out at the end of your event.
19. Extra paper supplies, trashcan liners, cleaning supplies, plungers and brooms can be found in the closets and cabinets.
20. Bring and use hand sanitizer, wipes etc. for the safety of your group.

### **Camp Rules to Teach Children & Teens In Your Group:**

1. Be Kind & helpful.
2. Stay with your Adult Leaders or a Buddy.
3. Obey your Adult Leaders.
4. No rough play
5. Wear shoes always. (except in bed and shower)
6. Walk (Don't run) on paths, pavement or gravel.



Camp Occohannock on The Bay  
 9403 Camp Lane  
 Belle Haven, VA 23306  
 757-442-7836  
 campootb@gmail.com  
 www.ootbay.org

# Invoice

Group: **JOHN DOE and FRIENDS**

Contact: John Doe  
 123 NAME of Street  
 Anytown, VA 12345

Phone: 123-456-7890  
 Cell: 987-654-3210  
 Email: [johnandjanedoe@notanemail.com](mailto:johnandjanedoe@notanemail.com)

<b>Dates:</b>	Tuesday, May 3, 2028 - Friday, May 6, 2028
<b>Facilities Reserved:</b>	Cabins 1-3
<b>Meals Reserved:</b>	10 meals - Tuesday Lunch - Friday Lunch
<b>Special Requests:</b>	Low Ropes Course 1-3 hour experience, Wednesday 2-4p.m.
<b># of persons reserved:</b>	24
<b>Pricing for event:</b>	Regular 2022 for lodging - meal pricing TBD for 2028

**FEE AS FOLLOWS:**

Item	Totals:
<b>Subtotal</b>	
<b>Minus Deposit \$</b>	
<b>BALANCE DUE BY MAY 31, 2028</b>	

**Return payment as soon as possible and no later than May 31, 2028**

Keep a copy of this invoice for your records. Make checks payable to CAMP OCCOHANNOCK ON THE BAY. Mail payment with a copy of this invoice to: Camp Occohannock, 9403 Camp Lane, Belle Haven, VA 23306 or pay online (with a note) at [www.ootbay.org](http://www.ootbay.org)

*Thank you for partnering with Camp Occohannock for your event! Please consider us when planning other events, and please tell others about the programs and services available here. Let us know how we can serve you better.*

**Come Again Soon!!!**