



Welcome,

The Light Foundation is very excited that you have selected our facility to host your special event. We receive a high volume of requests each year and are limited during our seasons to host everyone. Our facility can offer endless possibilities for your event, including camping, fishing, swimming, and hiking.

Here are some important dates and details you will need to know:

Booking Confirmation: Confirmation of your reservation will be complete upon the signing of the Rental Agreement, receipt of the \$100 refundable cleaning deposit. *Checks to be made payable to: The Light Foundation and sent to our business office at the address listed below.*

Certificate of Insurance: Original Certificate of Insurance must be received 28 days prior to your event. Please note the Certificate of Insurance must also state the following (Please see sample sent with this letter and share it with your insurance company):

Certificate of Insurance Requirements: "Renter" as defined by the Agreement, as well as any Third Party providers of goods or services, must provide evidence of General Liability coverage. The "Renter" and the Third-Party provider must name "The Light Foundation, its Board of Directors, and the officers, agents and employees" as Additional Insureds under their General Liability policy.

Coverage Amounts. (Individual Coverage) Public Liability coverage of not less than \$5,000.00 per occurrence and Property Damage coverage of not less than \$500,000.00 per occurrence

Chenoweth Trails Facility Inquiry: Complete and turn in with your signed contract and deposits.

Organization Liability Release: Must be signed & received 28 days prior to your event.

Rental Fee: Payment in full must be received 30 days prior to your event.

Individual Liability Release Forms – upon arrival at Chenoweth Trails.

Summary Form & Photographs: As part of your rental, we require you to share a few highlights of your event and a few photos so that we can share them with future renters and possibly display a news clip on our website. The information obtained on the summary is also helpful to us when applying for Grants. Once we receive this information we will then refund your deposit. If we do not receive the summary by November 30, 2018 – YOU WILL FORFIT YOUR DEPOSIT and possibly not be able to rent the facility in the future.

If you have any questions regarding the facility or the event attachments, please do not hesitate to contact me.

Sincerely,

April Brubaker / Program Coordinator/ The Light Foundation
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