


# Stanwood Camano School District

TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES 

SUBJECT: UTSALADY ELEMENTARY SCHOOL – OUTDOOR EDUCATION  
FACILITY AGREEMENT/OVERNIGHT TRIP

DATE: JUNE 20, 2017

TYPE: ACTION NEEDED

Attached is a memo and contract form with the Warm Beach Camp for the May 24 and 25, 2018, Utsalady Elementary School outdoor education camp.

This activity is funded by donation from the parent support group. (PTA/booster club).

Recommendation:

We recommend the board move to approve the contract and overnight stay for Utsalady Elementary School outdoor education program at Warm Beach Camp May 24 and 25, 2018.

# Utsalady Elementary

608 Arrowhead Road  
Camano Island WA 98282  
360-629-1260

## MEMO

Date: June 8<sup>th</sup>, 2017

To: Steve Lidgard

From: C. Keller

Re: 2017-18 Outdoor Education Contract

Attached is a copy of Utsalady's Warm Beach Camp contract for our upcoming 2017-18 fifth grade Outdoor Education Camp.

Our 2017-18 Outdoor Education Camp is set for Thursday, May 24<sup>th</sup> and Friday, May 25<sup>th</sup>, 2018. The students will spend one night.

Warm Beach Camp is asking for the contract to be signed and returned ASAP.



**Warm Beach Camp & Conference Center**  
 20800 Marine Drive, Stanwood, WA 98292  
 Tel: 8002286724 Fax: 3608801489  
 guestservice@warmbeach.com | www.warmbeach.com  
 Employer ID Number: 91-1710210

**to: Cathryn Mc Kinnon**  
 Utsalady Elementary  
 608 Arrowhead Rd  
 Camano Island WA 98282  
 cmckinnon@stanwood.wednet.edu  
 p: 3606291260 / f: 3606291261

# booking

## booking

Event:	<b>Outdoor Education</b>	Numbers:	84
Dates:	24-May-2018 to 25-May-2018	Catered:	yes
Arrival / Departure:	8am Thu / 5pm Fri	First / Last Meal:	Dinner Thu / Lunch Fri
Accommodations:	W-Bar-B Cabin (x12)	Resources:	05 Pool, W-Bar-B Barn, Birds of Prey, The Game of Life, Initiatives and Leadership Development, The Great Pioneer Skills Challenge

## payment

Deposit:	<b>\$675</b>	Minimum Guarantee:	<b>\$5,400 per stay</b>
Pricelist:	Custom Quote #675		
Payment:	The deposit amount shown above must be paid by the group and will be applied to the final bill or rolled over to the next event. The balance of the total account will be paid to Warm Beach Camp on the final day of the event with one check/credit card in U.S. funds. Any other arrangement for payment must be made prior to arrival. Interest will be charged after 30 days (1.5% per month)		
Minimum Guarantee:	Is the lowest amount to be invoiced and guaranteed to be paid for the reservation of the above listed Accommodation(s) and/or Resources. The Final invoice will list the recalculated total cost for this event based on actual count above this Minimum Charge.		

## terms and conditions

Check In/Check Out:	Standard check-in time for all sleeping accommodations is 4:00pm. Standard Check out time for sleeping accommodations is 11:00am. Alternative check out times may be made at the discretion of the Guest Service department.
Cancellation Policy:	Cancellation of this contract six (6) months or more prior to the event will result in the forfeiture of one-half of the deposit. Cancellation of this contract less than six (6) months prior to the event will result in the forfeiture of the entire deposit. Cancellation within 14 days of the event will result in the group paying for the minimum charge.
Liability:	A Certificate of Liability Insurance that names Warm Beach Camp as an additional insured must be provided to Warm Beach Camp no later than 2 weeks before the event. Authorized Representative agrees, on behalf of the group, to abide by the Conference Grounds Policies & Event Guidelines as stated within this contract packet, and takes responsibility for communicating them to the group.
Meeting Room(s):	Unless otherwise noted above under "Resources" your meeting room(s) will be assigned approximately 90 days prior to your event
Meals:	Meal times will be assigned approximately 90 days prior to your event. Warm Beach Camp reserves the right to make changes to meal times in order to best serve the interests of all guest group events.
Confirmation of Event:	To confirm your booking, please sign and return the booking contract and send in the required deposit within 14 days from the printed date or this contract will expire. If you cannot return the contract or deposit by the due date, please contact us before the deadline to ensure the dates of your booking are not released.

I (authorized representative) have read and agree on behalf of the above named group, to the terms set forth in this contract.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_

Address: 20800 Marine Drive, Stanwood, WA 98292

Booking #1795 Form #31 printed on: 26-May-2017