

# **Hazelhurst Camp Rental Procedures**

## **January**

Rental procedures for Prairie Club rental facilities in Hazelhurst Camp (Buena Vista, Family Cottage, and the Farmhouse) are published in The Prairie Club Bulletin.

## **February**

The Prairie Club office will NOT accept rental requests for Prairie Club facilities in Hazelhurst before February 15. Envelopes containing requests must NOT be postmarked sooner than February 15. Members who want to rent Club owned facilities must mail their written requests to the Club office, with the dates requested and the preferred rental locations. Rental requests will be taken in order of receipt beginning February 20th. List three (3) rental dates in order of preference. Rental requests by fax, e-mail, or phone, will NOT be accepted! A deposit of \$50 is required for each rental request. Make checks payable to the "Prairie Club". Deposits of any unfulfilled requests will be returned.

A Prairie Club member may rent (1) facility at Hazelhurst Camp during peak season (June 15 - Labor Day Weekend) and must be present in the facility or in the camp during the rental. The PC member is responsible for their guests and for any damage or charges incurred during their guest's stay. The PC member will not be allowed to rent again until all damage is repaired or charges are paid in full.

## **March 1-15**

Reservations are confirmed and finalized.

## **May 1**

Final payment due for Prairie Club rental facilities. After May 1st, payment-in-full is due no more than 30 days prior to confirmed rental date.

After May 1, rental requests can be made throughout the year.

A waiting list will be established for rentals that cannot be immediately accommodated.

Please contact the Office directly for information regarding renting for large groups.

## **Cancellation Policy**

For a full refund, cancellations must be made by May 1, or no less than 30 days prior to rental date. Failure to cancel before May 1 or no less than 30 days prior to rental date will forfeit your rental deposit or payment unless a replacement rental can be arranged. This cancellation policy is in affect for ALL Prairie Club owned rental facilities.

## **Private Cottage Rentals**

Effective September 2005, the Prairie Club discontinued participating in private cottage rentals. The Prairie Club is not responsible for defaults on rental agreements with private cottage owners. Site holders may rent their private cottages as provided under the Hazelhurst Camp Rules and the Site holder Lease. The site holder must submit to the Club Office a Hazelhurst Private Rental Information Form and the 10% facility land-use fee at least fourteen (14) days prior to the beginning date of the rental.

**During a private cottage rental, siteholders are required to provide renters with all Hazelhurst Camp Rules and are responsible for any violations of those rules.**