



## Reservation Procedure

1. Call or email Camp Wawona's office to check availability.
2. Choose dates.
3. Camp Wawona will email the group representative a reservation packet which includes:
  - Reservation Form
  - Contract
  - Policies
  - Food Service Request Form
4. Camp Wawona will hold the reservation until the completed Reservation Form and signed Contract are received or until the end of the following business day (Monday to Friday) whichever comes first.
5. Upon receiving the completed reservation form and signed contract Camp Wawona will contact the group representative to collect the deposit.
6. Once the deposit is received Camp Wawona will send email confirmation of the reservation to the group representative.

*Once reservation is confirmed via email, cancellation policy comes into effect.*



# General Group Reservation 20 guest minimum

Date:

## Group Representative Contact Information

Name	Group	Size
Phone	Arrival (m/d/y)	
Email	Departure (m/d/y)	
Billing Address:		

## Reservation Options (please circle)

### A Frame Cabins

Minimum \$185 per night (includes up to five guests). Each additional guest is \$37 per night.

Yosemite  
[11]

Tenaya  
[11]

Tot-tah-kan  
[12]

Tioga  
[12]

Nangas  
[12]

Ahwahnee  
[11]

Wawona  
[11]

Miwok  
[12]

Chulook  
[12]

Paiute  
[10]

### Longhouse

Minimum \$222 per night (includes up to six guests). Each additional guest is \$37 per night.

Chowchilla  
[18]

Loi ja  
[18]

### Cabins

Minimum \$74 per night (includes up to two guests). Each additional guest is \$37 per night.

Dogwood  
[4]

Cedar  
[8]

### Lodge

\$1,210 first night (includes meeting room fee and up to 30 guests). Each additional guest is \$37 per night.  
Minimum \$1,110 consecutive nights (includes up to 30 guests). Each additional guest is \$37 per night.

Rooms 1-10  
[50]

Kitchen\* (\$100)  
(cook for up to 30 guests)

Audio/Visual\* (\$50)

### Hotel

\$100 per night

Alder  
[2]

Ponderosa  
[2]

### Apartment

Minimum \$140 per night (includes one room). Each additional room is \$70 per night.

Mariposa Queen  
[2]

Mariposa Queen  
[2]

Mariposa Trundle  
[2]

### Yurts

Minimum \$60 per night (includes up to five guests). Each additional guest is \$12 per night.

#1  
[11]

#2  
[11]

#3  
[11]

#4  
[11]

#5  
[11]

#6  
[11]

#7  
[11]

#8  
[11]

Please continue on the next page

## Reservation Options continued...(please circle)

**Please indicate any special requests here. Please note that fees may apply.**

### Linen Sets

*\$45 each. Minimum of two nights required. Includes bedding, towels, travel size shampoo & soap.*

Queen

Queen

Queen

Queen

Queen

Twin

Twin

Twin

Twin

Twin

### Meeting Areas

Cafeteria (\$85)  
(capacity 200)

with Visual (\$25)

Campfire Bowl  
(capacity 350)

with A/V (\$150)

Cathedral  
(capacity 300)

### Refreshments

*Available morning, afternoon and evening periods from 7:00am to 7:00pm.*

Ice Water w/ cups  
(\$0.75 per person,  
per period)

Hot Drinks w/ cups  
(\$1.25 per person,  
per period)

### Fire Pit

Portable

### Activities

Basketball (\$5)

Volleyball (\$5)

### Food Service

*\$9.00 per person, per meal*

Yes

No

### Credit Card Payment

Name

VISA

Mastercard

American Express

Discover

#

Exp.

V Code

### Group Representative

Date:

Signature:

**Please return this form to Camp Wawona**

8110 Forest Dr. Wawona, CA 95389 T 209 375 6231 F 209 375 1527 office@campwawona.org www.campwawona.org

[Maximum Occupancy]

\*Only available with Lodge rental

\*\*Only available between August and November

# Guest Policies

**Camp Wawona is a non-profit Christian organization owned and operated by the  
Central California Conference of Seventh-day Adventists.**



Group (minimum 20 guests)

## DEPOSIT

All reservations require a deposit at the time of booking equal to the minimum cost per lodging unit for the first night's stay.

- Deposits by credit cards will be charged at the time the reservation is taken
- Deposits by check are accepted only from Central California Conference entities and must be received within 10 days or the reservation will be cancelled
- Deposits by cash can only be accepted in person at Camp Wawona
- \$100 of the deposit is non-refundable

## CANCELLATION

### **Reservations cancelled at least 60 days prior to scheduled check-in**

- Deposit may be refunded (minus \$100) or kept on hold for up to one year from the date of the reservation.

### **Reservations cancelled less than 60 days prior to scheduled check-in**

- Deposit will be forfeited.

In the event that a reservation is cancelled by Camp Wawona due to an emergency, no cancellation penalty will apply and the deposit will be returned.

## FOOD SERVICE

If Food Service is cancelled after the Meal Count form is submitted the cost of any perishable food items purchased for the event will be charged to the group.



## GENERAL

### YOSEMITE NATIONAL PARK GATE ENTRANCE FEE

If you will be leaving Camp Wawona's property, in a vehicle or on foot, at any point during your stay (this includes visiting the river) it is required that you pay the Yosemite National Park Entrance Fee. If you will be attending a conference or event at Camp Wawona and will only leave to commute home the entrance fee will be waived.

Your honesty in dealing with the Park Service will allow us to continue to operate with this privilege.

### CHECK IN / OUT TIME

- Check in 3:00 pm
- Check out 11:00 am

If prior arrangements have not been made in writing for a later check-out time, \$100 will be charged per hour past 11:00am.

### GROUP LEADER CHECK IN

Group Leaders are expected to arrive ahead of their group.

It is the Group Leader's responsibility to assign cabins and check-in their group members.

Upon arrival, please check in promptly at the Camp Wawona office.

- A \$20 fee will be charged for each key that is lost
- An orientation for the Group Leader or for the entire group may be required upon arrival

If you will be arriving or departing outside of Camp Wawona's office hours of 9:00am - 5:00pm, please call Camp Wawona's office to make arrangements prior to your arrival.

### PAYMENT OPTIONS

It is the Group Leader's responsibility to collect payment from their group members.

Final balance must be paid in one payment.

We accept payments via credit card, cash, or organization checks. No personal checks are accepted.

### CHECK OUT

- To ensure your group is not charged a fee, it is the Group Leader's responsibility to read and follow each of the Checking-Out Procedures carefully (found on next page) and make sure each group member has done the same.

## **Check-Out Procedures**

Here at Camp Wawona, we abide by a very important motto:

**Leave everything in the same condition you found it, or better!**

We believe this is a good principle to live by. It helps us to accommodate you better, keeps the camp experience cost efficient, and ensures that the camp ministry will be available for generations to come. With that in mind:

### **PLEASE READ AND FOLLOW ALL CHECK-OUT PROCEDURES CAREFULLY:**

1. Remove all used sheets from beds and place them in laundry hamper. ONLY SHEETS, not the mattress covers under them. There is a laundry hamper in every unit for used linens.
2. Place used bath mat in the laundry hamper.
3. Collect all trash and place it inside provided trash cans.
4. Take trash bags out of the trash cans, tie them up and place them next to the door INSIDE THE UNIT. Please be extra careful not to leave any trash outside the unit. It will attract wildlife to camp, which could result in harm to them or to humans.
5. Make sure all appliances such as stoves, lights, AC units, and heaters are turned off. During winter season, leave heaters on in the LOW setting.
6. If you have tracked dirt or debris into the unit from outside, use the vacuum or broom to tidy the floors.
7. Do not move or rearrange any furniture, appliances, mattresses, etc.
8. Check-out is at 11:00 a.m. on your day of departure.

**Failure to follow any of these procedures will result in a fee. Thank you in advance!  
We are glad that you were able to stay with us here at Camp Wawona!**



## **TRAVELING BY BUS**

- All buses must be escorted to and from Camp Wawona by a Camp Wawona pilot vehicle. This must be coordinated with Camp Wawona staff prior to arrival and departure.
- Only Camp Wawona staff can provide this pilot vehicle service.

### Arrival:

- If you are traveling by bus you must stop at the parking lot by the corner of Wawona Road (Highway 41) and Forest Drive to wait for the pilot vehicle
- You may notify the camp of your arrival by calling (209) 375-6231  
(There is a pay phone at the Wawona Store)

**DO NOT PROCEED WITHOUT A PILOT VEHICLE. ANY BUS TRAVELING TO OR FROM CAMP WAWONA, ON FOREST DRIVE, WITHOUT A PILOT VEHICLE WILL INCUR A \$1,000 FINE. NO EXCEPTIONS!**

### Departure:

When a bus is ready to leave Camp Wawona, please use the courtesy phone outside the office door to notify camp staff for piloting out of camp.

## **PETS**

Pets are not permitted on Camp Wawona's property with the exception of registered service animals.

### Please Note:

Noncompliance will result in a \$250.00 charge for room cleaning and/or dismissal from Camp Wawona's property.

## **NON-APPROVED SUBSTANCES**

Camp Wawona is a smoke-free campus. Smoking, vaping, or any related paraphernalia, including electronic cigarettes, is not allowed on campus at any time. Other substances not allowed on campus in any form include alcohol, tobacco, marijuana, and illegal drugs. Consumption or possession of these substances will result in a \$250 fee and dismissal from Camp Wawona's property. The \$250 fee will still be charged if evidence of non-approved substances is discovered on our property after check-out.

## **PERSONAL SPORTS EQUIPMENT**

Personal sports equipment is not to be used on Camp Wawona's property.

## **SPEED LIMIT**

5 mph on Camp Wawona Property.

15 mph on Forest Drive.

Camp Wawona prohibits the transportation of persons in vehicles or parts of the vehicle not designed for passengers.



## **QUIET TIME**

Quiet Time is between 10:00pm and 7:00am.

Noncompliance will result in a fee and/or dismissal from Camp Wawona.

## **SECURITY**

Respect for camp and personal property is expected.

- Group Leaders are responsible for the behavior and supervision of their group
- Adults are responsible for the behavior and supervision of young people in their care
- Ages 17 and under must be supervised at all times

Please refer to the following page for Camp Wawona's advised supervision ratios.

If you do not adhere to Camp Wawona's policies you may be asked to leave.

## **PROPERTY DAMAGE / MISSING ITEMS**

Damage or loss to Camp Wawona property will result in a charge of the cost of repair and/or replacement of damaged property.

## **PERSONAL PROPERTY / LOST AND FOUND**

Camp Wawona is not liable for the theft, loss, damage or destruction of personal property. Camp Wawona will make every effort to retrieve and hold items left behind for up to 30 days. Guests are responsible for the shipping costs (to be paid in advance) of the returned items.

## **FOOD SERVICE (minimum = 30 people)**

Arrangements for Food Service must be made *at least* 21 days prior to your scheduled check in.

The cafeteria serves delicious, well-balanced, plant based vegetarian meals.

- Each meal costs \$9.00 per person
- Children ages 4 and under receive complimentary meals

Scheduled meal times are 8:30am, 1:00pm, and 6:00pm. Changes of up to 30 minutes (earlier or later) may be made to the meal times if requested in writing prior to arrival.

If Food Service is cancelled after the Meal Count Form is submitted the group is responsible for the cost of any perishable food purchased for the event.

## **ACTIVITY AREAS**

Pool, challenge course and rock wall are off limits unless reserved, supervised, and facilitated by Camp Wawona staff.

## **AMENITIES**

Linens & Towels are only included in Alder, Ponderosa, and Mariposa.

Dishes, utensils and cookware is included in Mariposa.

Linen sets are available for rent on a first come, first served basis. Please inquire for availability.

## **LINEN SETS**

\$45 each set. Minimum of two nights required.

Includes bedding, towels, travel size shampoo & soap.

## **Supervision and Ratios**

Camp Wawona advises that the following ratios of supervising adults to children should meet the following minimums:

- Children 5 years and younger = 1:5 overnight, 1:6 daytime
- Children 6-8 years = 1:6 overnight, 1:8 daytime
- Children 9-14 years = 1:8 overnight, 1:10 daytime
- Children 15-18 years = 1:10 overnight, 1:12 daytime

Camp Wawona advises that:

- at least 80% of the supervisors are 18 years of age or older
- 100% of the supervisors are 18 years of age or older for children with special needs
- all supervisors are at least 16 years of age and at least 2 years older than the children whom they are supervising

Rental groups are advised to provide training to all supervisors to minimize the potential of any rental group personnel being in a one-on-one child/supervisor situation when out of sight of others. We advise rental groups to identify exceptions (if any) to the general ratios stated above for segments of the day when greater or fewer supervisors are required. We also advise rental groups to identify activities, locations, or situations where a minimum of two supervisors are required to be present.



## EMERGENCY INFORMATION

Camp Wawona does *not* provide medical services or attempt to give medical treatment or advice.

We advise groups to provide age-appropriate CPR/AED and first-aid certification from a nationally recognized provider.

*In case of a medical emergency please call 911.*

Each group is responsible for:

- Transportation in the event of a medical emergency
- Properly storing and distributing medications while at Camp Wawona

In case of emergency guests can contact staff at all times using the courtesy phone outside the Office door or the courtesy phone in the Lodge Meeting Room (Dial 201).

### **FIRE**

Please notify Camp Staff immediately.

- Fire Evacuation plans are posted behind the door in each unit
- Fire extinguishers and fire hoses are *only* for putting out fires
- An open fire is permitted *only* in designated areas and requires a reservation made prior to arrival
- Any person (child or adult) tampering with fire equipment will be charged a fine plus the cost of repairs or refill
- Absolutely no open fires or candles are allowed in or around the cabins

### **FIRE HAZARD**

Hanging or placing items within two feet of a heater is a fire hazard.

### **WEATHER AND ROAD CONDITIONS**

Call (209)375-0200 for weather and road conditions.

The National Park Service and CalTrans require chains to be carried in you vehicle from October through May.

Tire chains may become mandatory at any time when snowy conditions exist.

Camp Wawona advises rental group leaders to obtain names and addresses of all participants, emergency contact names and numbers, a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site, and for minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.



## ADDITIONAL INFORMATION

### OFFICE HOURS

Monday - Friday  
9:00am - 4:00pm

### FIREARMS / AMMUNITION / FIREWORKS / WEAPONS

Possession of any of the above is strictly prohibited.

### ACTIVITIES

Seasonal pool and Challenge Course activities are available for a fee.  
Arrangements must be made 60 days prior to arrival. Please request specific activity agreements.

### TELEPHONE / INTERNET

Verizon and Sprint are the only cell phone carriers supported at Camp Wawona.  
Complimentary limited Wireless Internet is available around the Office.  
Camp Wawona does *not* have phones available for public use.

### MAINTENANCE

Camp Wawona strives to maintain a well functioning facility.  
Please report any maintenance needs to the Camp Wawona Office.

### GROUNDS

Please partner with us in keeping Camp Wawona litter free.  
Do not leave food items or trash outside.

### CONSERVATION

Camp Wawona's faucets provide clean and tasty drinking water. Please consider bringing refillable water bottles.  
Please help us conserve water by reporting dripping faucets, toilets, etc. to the Camp Wawona Office.

## RELIGIOUS PRINCIPLES

### SABBATH

Seventh-day Adventists observe the seventh day (Saturday) Sabbath as a holy day as stated in the biblical fourth commandment (Exodus 20:8-11).

- Camp Wawona requests that our guests be sensitive and respectful in all activities from sunset Friday through sunset Saturday.
- Guests are encouraged to enjoy the Sabbath by experiencing the beautiful natural surroundings.



## CONTRACT

This contract agreement is not legally binding or effective until signed by the group leader representing the organization or group, the deposit is received and confirmation of the reservation is given by Camp Wawona.

**I acknowledge that I have read and understand all of the information and policies in this document and agree to abide by its terms and conditions.**

**I agree that it is my responsibility to share this information with all the members of my group.**

**I agree that I am responsible for any fees or charges incurred during my group's stay.**

**Date of reservation**

Arrival:

Departure:

**Group Representative full name:**

**Group Representative signature:**

**Date:**

**Please return this form to Camp Wawona**

**Fax: 209 375 1527**

**Email: [office@campwawona.org](mailto:office@campwawona.org)**



# FOOD SERVICE REQUEST FORM

A minimum of **30** people are required to qualify for food service.

**This form must be completed and returned to Camp Wawona at least 21 days before the check in date.**

Group \_\_\_\_\_

Group representative \_\_\_\_\_

Contact number \_\_\_\_\_

## Advance Guarantee Meal Count

Day/Month/Year	Meal (breakfast, lunch, sack lunch, dinner)	Start Time* (8:30am, 1:00pm, 6:00pm)	Number of guests Ages 5 and older	Number of guests Ages 4 and Under

*\*Changes of up to 30 minutes (earlier or later) may be made to the meal times in the table above.*

Meals are vegetarian. Vegan options are available upon request. Meals are served buffet style. The cost per meal is \$9.00 per person. Sack lunch is available upon request at \$12.00 per person. Please indicate any food allergies within your group here: \_\_\_\_\_

10% above or below your guaranteed number is allowed.  
Additional meals above 10% will be billed 15% higher than the normal rate.  
E.g. 100 guaranteed count, 115 actual count = billed for 110 people at \$9.00 per meal and 5 at \$10.35 per meal.  
E.g. 100 guaranteed count, 75 actual count = billed for 90 people.

*In the event of the actual count being more than the guaranteed count Camp Wawona will make every effort to accommodate the additional numbers.*