



Parks Recreation & Waterfront Department  
 Recreation Division  
 2701 Telegraph Ave  
 Berkeley, CA 94705  
 Tel: 510.981.5140 TDD: 510.981.6903 Fax: 510.981.5160  
 E-mail: [camps@cityofberkeley.info](mailto:camps@cityofberkeley.info)

Since 1922, Berkeley Echo Lake Camp has been operated by the City of Berkeley under a Special Use Permit through the USDA Forest Service.



## Berkeley Echo Lake Camp Facility Use Permit

### Section 1: Permit Holder General Information

#### Applicant Information (Permit Holder)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Telephone: ( ) \_\_\_\_\_ Alternate telephone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Organization or Group Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Telephone: ( ) \_\_\_\_\_ Alternate telephone: ( ) \_\_\_\_\_

### Section 2: Initial Fee Calculation

PARTICIPANTS		(per person)						
AGES	FEES	(res / non-res)	# OF PEOPLE	X	# OF DAYS	X	FEE PER DAY	= TOTAL
Adults (15+)	\$59 / \$65		_____	X	_____	X	_____	= _____
Youth (7-14)	\$50 / \$55		_____	X	_____	X	_____	= _____
Children (3-6)	\$37 / \$41		_____	X	_____	X	_____	= _____

#### Additional Fees

SERVICE	FEES	QUANTITY	X	# OF DAYS X	FEE	= TOTAL
_____	\$ _____	_____	X	_____	_____	= _____
_____	\$ _____	_____	X	_____	_____	= _____
_____	\$ _____	_____	X	_____	_____	= _____

**TOTAL FEES:** \_\_\_\_\_ = \_\_\_\_\_

- Please use the attached worksheet (section 8) to calculate total fees.
- Fees are calculated using a 'quarter day' system. Each day can be broken into four (4) equal quarters (breakfast, lunch, dinner, and night). e.g.: if your groups first meal is Monday Lunch, and your group will depart on Tuesday after lunch, your total calculated stay =1.25 Days.
- Final group numbers must be confirmed upon receipt of Additional Deposit, no later than thirty (30) days before the start of the event. Final fees will be calculated based on the group numbers submitted at this time.
- Reduction in numbers may result in adjustment or elimination of discounts and/or other conditions at the sole discretion of the City.
- Final group balance is due at the time of group arrival at camp.

### Section 3: Deposits

**Initial Deposit** (non-refundable)  10% \_\_\_\_\_

**Additional Deposit** (non-refundable)  20% \_\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Due thirty days before the event. Final group numbers will be confirmed at this time. Final payment must be made upon or before group arrival at camp.

Confirmed Attendance Numbers: Adult: \_\_\_\_\_ Youth: \_\_\_\_\_ Child: \_\_\_\_\_ Infant: \_\_\_\_\_

**Maintenance Deposit**  \$300 (Check Only. This refundable deposit will be held pending final check-out from camp)

### Section 4: Event Information

Event Purpose: \_\_\_\_\_  
 \_\_\_\_\_

**Group Arrival Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Arrival Time:** \_\_\_\_\_ A.M. / P.M.

Arrival Transportation:  Bus  Cars

**Group Departure Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Departure Time:** \_\_\_\_\_ A.M. / P.M.

Departure Transportation:  Bus  Cars

Notes: \_\_\_\_\_  
 \_\_\_\_\_

### Section 5: Insurance

Insurance is required for Facility Use Permits, and vary depending on the type of program and use of the facility. See Section 7: Indemnification and Insurance

**Insurance:**  Applicant Provided\*  City of Berkeley Provided

\*Applicant provided insurance must be verified through receipt of a copy of Certificate of Liability Insurance listing the program name and dates, and include the City of Berkeley as additionally insured. See Section 7: Indemnification and Insurance.

## Section 6: Facility Requests

### Facility Equipment

Echo Lake Camp has a variety of recreation supplies, audio-visual equipment, and camp areas that can be made available for group rentals. Depending on your group needs, additional fees may apply. Please mark the equipment or set-up your group requires:

- Dining Hall Sound System     Portable PA System     Outdoor Campfire     Lights and Sound System  
 Outdoor Stage Set-Up     Canoes     Sports Courts  
 Archery     Swimming Pool     Conference Room Set-Up (Tables and Chairs, flip charts, etc)  
 AV Equipment (Projector, Cables, Sound Equipment, Projector Screens)  
 Other: \_\_\_\_\_

### Food Service Requests

Echo Lake Camp can provide a variety of menu options to help meet the needs of your group. Food service options and menu will be discussed with Camp Staff before your group arrival. Vegetarian options are available at every meal.

- OUR GROUP HAS THE FOLLOWING SPECIAL DIETARY NEEDS: \_\_\_\_\_  
 WE ANTICIPATE \_\_\_\_\_ (NUMBER) OF VEGETARIAN ATTENDEES.  
 WE ANTICIPATE \_\_\_\_\_ (NUMBER) OF GLUTEN-FREE ATTENDEES.  
 OUR GROUP IS REQUESTING SNACKS (PLEASE DISCUSS AVAILABLE OPTIONS AND COSTS WITH THE CAMP MANAGER)  
 OTHER: \_\_\_\_\_

## Section 7: General Rules

- No permits will be issued to persons under the age of twenty-one (21). Permit holder must be present during event.
- Use of the facility, including all preparation, set-up time, and clean up afterwards, is limited to actual permit time. If additional time is required, user will be billed for additional time incurred.
- Use of illegal substances and/or possession of firearms or weapons is prohibited.**
- Charging admission, selling tickets or soliciting money in any manner is prohibited.
- Permit holder's publicity must not appear as if the City or the Camp is co-sponsoring the activity.
- The City reserves the right to cancel this agreement if the camp facilities become unusable due to unexpected circumstance, in which case the Lesser will notify the Lessee immediately to arrange another rental date, if possible, or to return the security deposit to Lessee.
- Permit holder agrees to comply with all applicable federal, state and local laws, including but not limited to BMC Chs. 12.90 (Nuclear Free Berkeley), 13.26 (Living Wage) and 13.26 (Non-Discrimination), as well as City Resolution No. 59,853—N.S. (Oppressive States).
- Failure of City to insist on strict performance of the permit terms shall not constitute a waiver of any of its provisions.
- This permit shall be governed by the laws of the State of California.
- The use of explosives, fire, pyrotechnics or fog-producing devices is prohibited.
- This permit may not be assigned, subcontracted or transferred without the City's prior written consent.
- If any part of this permit is declared invalid, such invalidity shall not affect the remaining provisions that can be given effect, and to this end the remaining provisions of this permit are declared to be severable.
- If the conduct of permit holder, its employees, agents or invitees results in any disturbance of the peace and/or requires a response from public safety personnel, the City reserves the right to require permit holder, its employees, agents and/or invitees to immediately vacate the premises and to charge permit holder for any overtime expenses incurred.
- Pets, other than working dogs, are not allowed at camp.
- No lifeguards or medical staff members are provided. Be prepared to manage the medical and lifeguard needs of your group.
- Unless expressly written, this Facility Use Permit **does not** permit access to the Echo Lake Camp kitchen. Guest groups are not permitted to utilize the Echo Lake Camp kitchen facility to prepare their own meals. Special Food Service arrangements, including catering, access to the Echo Lake Camp kitchen, or additional food services beyond included meals must be agreed upon in advance and expressly written.
- Groups using the facility will be financially responsible for clean up occurring from this use permit. Groups will provide a Maintenance Deposit of \$300.00. Upon departure from Camp, the Lessee agrees that all Camp facilities and equipment used will be cleaned and properly stored before scheduled departure time. Failure to comply will result in the loss of the \$300.00 Maintenance Deposit. The Camp Manager will conduct an inspection of all Camp facilities used prior to Lessee's departure from Camp.
- The Camp will not be responsible for the loss of items left unattended on the Camp property.

### INDEMNIFICATION & INSURANCE

Permit holder shall indemnify, defend and hold harmless City, its officers, agents and employees from any and all claims, demands, liability, expenses (including costs and reasonable attorney's fees), damages, lawsuits or other actions, including, but not limited to, personal injury or death or property damage, arising out of or in any way connected with the acts or omissions of permit holder, its contractors, licensees, agents, servants or employees, or arising from any accidents, injury or damage whatsoever caused to any person or property occurring in, on or about the City's property. Permit holder shall maintain a policy of liability insurance naming the City, its employees, and agents as an additional insured and with policy limits required by the City, unless the City itself provides insurance.

### WAIVER

In consideration of the issuance of this permit, the applicant intending to be legally bound, permit holder for itself, its heirs, executors and administrators, waives, releases and forever discharges any and all rights and claims for any and all damages which permit holder may have or which may hereafter accrue to it against the City of Berkeley, its employees, and agents, from use of the City's property.

### CLEAN-UP RESPONSIBILITY

Permit holder shall be personally responsible for all damages to City buildings, property and grounds and shall be responsible for reimbursing the City for any loss, damage, maintenance or repair required. **Trash must be placed in cans.** Any additional clean up required by staff after the rental will be billed to the renting party for any costs incurred above the cleaning/damage deposit. The Camp provides staff to prepare and clean-up meals, general camp maintenance, and a rental manager. Any additional staff or services you require (lifeguards, moving luggage, program, meal servers) are an additional fee.

Permit Holder's Name (Print): \_\_\_\_\_

Permit Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	Proof of Residency/ Checked ID <input type="checkbox"/> Non-Resident Rates Apply <input type="checkbox"/>	<input type="checkbox"/> Certificate of Insurance received Date: ___/___/___	Initial Deposit <input type="checkbox"/> Additional Deposit <input type="checkbox"/> Final Payment <input type="checkbox"/>	Permit Approved By: _____ Date: ___/___/___	Notes:
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## Section 8: Fee Calculation Worksheet

### Information and Instructions:

- This worksheet is designed to help your group calculate use fees at Echo Lake Camp. Final calculations will be verified by City of Berkeley Staff for accuracy. Fees are calculated on the basis of quarter-day units (Qtrs). Breakfast (B), Lunch (L), Dinner (D), and Overnight (N). Each count as a quarter. Only the first and last day of a stay may be divided into quarters. All other days must be counted as full days (4 quarters).
- Each group within each age category represents a group of campers who arrive and depart at the same time. This allows for different arrival and departure times for unique segments of your group rental. E.G., if a small group of staff arrive for a pre-camp training period. Accordingly, if the entire group arrives and departs at the same time, only the Group 1 line in each applicable age category need be filled out.
- In the “#.” column, enter the number of individuals within the group.
- In Section A, circle the first quarter-day in camp and the last quarter-day.
- Count the number of days for each group by adding the total quarters. Example: Dinner on Day 1 to Breakfast on Day 4 would count as 11 quarters, and be entered as 2.75 days.
- Calculate group fees as indicated and then Sub-Total as indicated.
- Consult with your City contact before filling out Sections B and C. Eligibility for discounts is at the sole discretion of the City.
- The Final invoice for your group will be calculated two weeks (10 business days) before the arrival of your group stay and will be calculated at the time of payment of your additional deposit. Final revisions to your group numbers and length of stay are due at this time. Adjustment for deposits, previous payments, adjusted discounts and any other charges and credits will be prepared and presented at this time. Final payment is due upon arrival in camp.

Berkeley Echo Lake Camp Group Rental Fees	
Participants	Resident / Non-Resident
Adults (15+)	\$59 / \$65
Youth (7-14)	\$50 / \$55
Child (3-6)	\$37 / \$41
Infant (0-3)	No Charge

### A. Base Fee

Age	Group #	# in Group	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Total Days	\$ / Day	Group Fee
			/	/	/	/	/	/			
ADULT (15+)	Group #1		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N			
	Group #2		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N			
YOUTH (7-14)	Group #1		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N			
	Group #2		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N			
CHILD (3-6)	Group #1		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N			
	Group #2		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N			
INFANT (0-3)	Group #1		B L D N	B L D N	B L D N	B L D N	B L D N	B L D N		Infant= No Fee	NA
Total Participants: _____									A. Base Fee Subtotal		

### B. Miscellaneous Fees:

1.			
2.			
3.			
B. Miscellaneous Fees Subtotal			

### C. Credits, Discounts:

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**A + B – C = TOTAL FEES:**

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