

Camp

KIWANEE

Event Cheat Sheet

- *Event deposit: (can be personal check) 50% of cost of event total and needed to secure date on calendar.*
- *Balance of event cost is due 60 days prior to your event date.*
- *Security deposit must be a bank check and due 60 days prior to event date. Security deposit is returned following the event as long as there is no damage to the lodge or grounds.*
- *Bar Permit application is due ASAP along with a \$40 check.*
- *Contact New England Bartending with bar requests at: jen@thebartendingservice.com*
- *Catering information must be forwarded to the Board of Health and Camp Kiwanee 45 days prior to your event. If your event has 75 or more guests, you will need to have it catered with the catering company onsite for the entirety of food service to ensure food safety. Food cannot be dropped off. No outside food can be brought in if your event has 75 or more guests.*
- *LINENS: \$10 Per Table, \$12 per banquet table, .50 per napkin (Linens available in white or ivory)*
- *Payments and paperwork can also be dropped off directly to the camp, if we are not in the office. It can be left in the secure mailbox in the green door on the side of the lodge.*

*All checks are to be made payable to: Town of Hanson
Checks can be sent to: Town of Hanson
542 Liberty Street
Hanson, Ma 02341
Att: Camp Kiwanee*