



CAMP TAMARACK

E879 GOLKE ROAD, WAUPACA, WI 54981
PHONE 715-258-2267 ♦ 262.782.7573 FAX
WWW.CAMPTAMARACK.ORG

*"To provide a safe environment for all individuals to experience Christ;
to test and strengthen their faith commitment; and share in community."*

If at any time during the process there are questions or concerns, please contact Rev. Carolyn Dugan (ARM-C) at Carolyn.dugan@abcofwi.org or call/text 715-281-2267

Information and Process for reserving facility space and dates at Camp Tamarack

Some things to consider as a rental at Camp Tamarack – Camp is not a full hotel or a bed and breakfast, we are a non-profit organization. What is meant by that is we have two staff members, no full time “desk” and need to balance our hospitality with effective upkeep of the space while following the state regulations and other directives from the Region (ABC/WI).

Fill out the “Facilities Reservation Form” on-line at www.camptamarack.org which is submitted to the Associate Regional Minister – Camping (ARM-C) via the website.

The ARM-C will then check the calendar and spaces to create a contract and contact you with any questions or items that may need to be clarified.

Once the contract is received, two weeks is the deadline to sign the contract and send in the deposit to hold the space/dates (unless other arrangements are made). The facility space is not reserved until the deposit and signed contract are returned to Camp. The contract can be electronically signed by replying to the email that it is accepted and received.

If your group will be supplying a cook and want to rent the commercial kitchen in the John Gray Lodge, that is a possibility. However, your group will need training on how to use the equipment, read the food safety information, and sign a Food Safety form for our records. If camp staff is used for meal preparation, that will be added to the contract based on the type and number of meals.

When choosing spaces to rent, we ask that rentals consolidate use of facilities as much as possible, as well as adhering to the listed capacities for each space.

This process needs to occur for each request, each year and deposits cannot be carried over from rental to rental.

Before arrival, the rental group will receive a communication confirming arrival and departure times, the rules and regulations that need to be followed, and any clarifying questions that may include set up for the stay. Please confirm and reply back as soon as possible that all is set or that changes are needed.

Once the lodging roster is received and any other considerations assessed, such as property damage, a bill will be issued to the group. Please make every effort to mail in final payment within two weeks of stay.

A Ministry of American Baptist Churches of Wisconsin
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