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# VISITOR PACKET



Dear Camper,

Thank you for choosing to spend some time at Headquarters RV Park.....we hope your stay will be both enjoyable and memorable.

The Crane Lake area has much to offer, so we encourage you to take some time to explore our breathtaking wilderness, beautiful sunrises/sunsets, and the many attractions in the area. Visit our website for a complete list of local attractions and other happenings this season.

Please let us know if we can do anything to make your stay more enjoyable.

Koreen & Brad Sokoloski  
Owners

218-750-1376 (Koreen) ♦ 218-750-7927 (Brad)  
CAMPGROUND: 7070 Crane Lake Rd., Crane Lake, MN 55771  
MAILING: 7098 Crane Lake Rd., Crane Lake, MN 55771  
[www.hgrvpark.com](http://www.hgrvpark.com) ♦ [headquartersrvpark.com](http://headquartersrvpark.com)





## HQRV RATES

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### SEASONAL RATES

- Season: May 1<sup>st</sup> – October 31<sup>st</sup>.
- Full Service Seasonal Site Rate \$ 2,950.00 + Electric \*
- Visitors / Guests (Tents/Pop-Ups) – Daily Fee \$ 20.00 \*

### TRANSIENT RATES

- Season: May 1<sup>st</sup> – October 31<sup>st</sup>.
- Standard Site Daily Rate (30 Amp Service) \$ 45.00 \*
- Standard Site Daily Rate (50 Amp Service) \$ 50.00 \*
- Deluxe Site Daily Rate (30 Amp Service) \$ 55.00 \*
- Deluxe Site Daily Rate (50 Amp Service) \$ 60.00 \*
- Weekly Standard Site Rate (30 Amp Service) \$ 310.00 \*
- Weekly Standard Site Rate (50 Amp Service) \$ 345.00 \*
- Monthly Site Rate \$ 900.00 + Electric \*
- Off Season Site Daily Rate (30 Amp or 50 Amp) \$ 45.00
- Daily Pet Rate (Each Pet) \$ 5.00
- Weekly Pet Rate (Each Pet) \$ 30.00
- Monthly Pet Rate (Each Pet) \$ 85.00

### SITE DEPOSITS

- Daily/Weekly/Monthly (Non-Refundable) Deposit Due at Booking Full Rental Amount
- Seasonal (Non-Refundable) Deposit Due at Booking \$1,000.00

### WINTER STORAGE RATES

- RV Outdoor (On Site) Storage (November 1<sup>st</sup> – May 1<sup>st</sup>) \$ 450.00 \*
- Boat/Trailer Outdoor (On Site) Storage (November 1<sup>st</sup> – May 1<sup>st</sup>) \$ 14.00 Per Foot

### CLEANING SERVICES

- RV Exterior Detailing (1 Hour Minimum) \$ 55.00 Per Hour
- RV Interior Cleaning (1 Hour Minimum) \$ 55.00 Per Hour
- Boat Cleaning (1 Hour Minimum) \$ 55.00 Per Hour

### PARK SERVICES

- Firewood (Per Wheelbarrow Load) \$ 20.00 \*
- Ice (Per Bag) \$ 3.00
- Garbage Disposal (Per Bag) \$ 3.00
- Garbage Disposal (Monthly Service) \$ 45.00

\*Minnesota Sales Tax Applies

A convenience fee of 3.99% of the total transaction will be charged on each credit or debit card transaction.  
Payment types accepted: Cash / Check / Credit Card / Debit Card



## PARK RULES

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Headquarters RV Park is a family oriented operation. It is expected that adult conduct will be a positive influence on younger campers. All campers, regardless of age, are expected to abide by park rules.

- Check In/Out: Check In time is 12:00 PM / Check Out time is 10:00 AM.
- Quiet Time: 10:00 PM – 8:00 AM.
- Campsites are limited to one RV per site.
- Sites must be kept tidy at all times.....please avoid clutter.
- **All black water tanks must be empty prior to arrival.**
- **Use of chemicals and/or deodorizers in toilets/sinks while using HQRV hook-ups is prohibited.**
- RV or vehicle washing is prohibited without management consent.
- Garbage must be kept in a closed container.
- Garbage burning is prohibited.
- Garbage disposal is camper's responsibility.
- Cutting or damaging trees is prohibited.
- Campfires allowed in designated fire pits only.
- No plastics or cigarette butts burning in fire pits allowed.
- Fires must be extinguished before leaving site.
- Pets must be leashed or kenneled at all times.
- Pets cannot be left unattended.
- Excessive dog barking is prohibited.
- Pet waste must be cleaned up immediately.
- Fireworks are prohibited.
- Firearms and hunting within the park are prohibited.
- Loud parties, radios, or excessive noise are prohibited.
- ATV's restricted to roads and pads only. No riding on grass!

Failure to abide by park rules may lead to expulsion. Management reserves the right to refuse service to anyone without advance notice or refund.





## **SEASONAL CONTRACT**

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### **SEASON**

Our park is open to camping from May 1<sup>st</sup> to October 31<sup>st</sup>. Water is not guaranteed to be turned on prior to May 15<sup>th</sup> or after September 15<sup>th</sup> due to potential freezing conditions.

### **RATES**

Reference *Rate Sheet*.

### **SITE AVAILABILITY**

Current guests in good standing have first priority in securing existing site or vacated sites for the following season with signed contract and payment of non-refundable deposit. Management reserves the right to accept or reject any site change requests.

### **RESERVATIONS**

Reservations for the following season are accepted with signed contract and non-refundable deposit. Deadline for reserving existing site is November 30<sup>th</sup>. If reservation is not completed by this date, management reserves the right to transfer your site to another party.

### **SITE SUB-LEASING**

Seasonal site rental is non-transferrable. Sub-letting of site and/or RV is not allowed. Overnight guests with tents and/or pop-ups are allowed on your site but are subject to additional camping fees.

### **RV REMOVAL**

All RV's must be removed from park by November 1<sup>st</sup>, with the exception of those being stored. Units not removed by the November 1<sup>st</sup> deadline are subject to a \$10.00 per day storage fee.

### **UTILITIES**

Guests are responsible for the cost of electrical utilities. A \$50 deposit is required at time of reservation placement or the 1<sup>st</sup> day of arrival. Utilities are billed twice per season (July 15<sup>th</sup> & October 15<sup>th</sup>) and are due upon receipt. Final utility bill is due upon leaving at season end.

**All gray and black water tanks must be empty prior to arrival to prevent biological upset to our septic system.**

**Absolutely no chemicals or deodorizers shall be dumped into toilets or sinks while connected to HQRV Park disposal system. Guests are strongly encouraged to use RV toilet paper while hooked up.**

Headquarters RV Park, its management, nor its staff are responsible for any loss or damage caused by electrical surges or failure, water or sewer failure, or any Act of God.

### **SITE APPEARANCE**

Guests are responsible to maintain their own site in a tidy manner. To avoid overcrowding of sites and roadways; boats, trailers, and extra vehicles must be parked in the overflow parking lot provided. Management will maintain tree trimming and removal. All garbage must be kept in a closed containers and disposal is guest's responsibility. Garbage services are available for additional fees (see *Rate Sheet*).

### **RV APPEARANCE**

All camping units must be neat and clean in appearance and all mechanicals must be in good working condition. Seasonal guests must have units no older than (15) years, unless previously approved by management.

### **STRUCTURES & BUILDINGS**

Storage sheds and decks are allowed with prior management approval. Tents and/or pop-up trailers for guests are subject to additional guest fees (see *Rate Sheet*), but units cannot be stored permanently on your site.



## **RV SALES**

For sale signs for your RV are not allowed on your RV or on your site.

## **RV LICENSING**

All RV's must display current license tabs.

## **INSURANCE**

All guests are required to maintain their own insurance coverage to cover potential damage to HQRV property and/or to cover to cover potential damage or loss of personal property or equipment while located on HQRV Park property. Headquarters RV Park is not responsible for loss, damage, stolen property, or any acts of God.

## **WINTER STORAGE**

Onsite (outdoor) winter storage services are available for RV and/or boat storage from November 1<sup>st</sup> – May 1<sup>st</sup>. Reference *Rate Sheet* for storage rates. Storage fees must be paid in full on/before November 1<sup>st</sup>.

## **ATV'S / UTV'S / GOLF CARTS**

All vehicles must be insured for use in the park.

## **GUEST CONDUCT**

All seasonal guests and their visitors are subject to *Park Rules* (reference attached).

## **GUEST REFERRALS**

HQRV Park rewards its guest with a \$50.00 credit towards next season's contract for referrals that result in another seasonal contract.

## **TERMS & CONDITIONS**

The guest named on this contract is responsible for the actions of themselves, their family, their pets, and their visitors.

Violation of the terms of this contract or the *Park Rules* may result in eviction. Guests are responsible for any and all costs associated with such eviction.

Guest shall reimburse Headquarters RV Park for any loss, property damage, or repairs due to their negligence or improper use by themselves, their family, their pets, or their guests.

In the event guest vacates their site early, management reserves the right to rent that site to another party.

## **MANAGEMENT RIGHTS**

Management reserves the right to rent out any site or restrict its use, at its own discretion.

Headquarters RV Park reserves the right to change or modify rules as needed and without notice.

## **GUEST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City / State / Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

## **MANAGEMENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name