

CAMP SEELY RESERVATION GUIDELINES

1. We are no longer accepting walk in reservation at the Camping Section Office.
2. Only telephone reservations are accepted.
3. One reservation per person per call.
4. **Your group's preferred camping dates are not guaranteed. We suggest having two alternative dates on hand.**
5. Reservation for residents of the City of Los Angeles (verified proof) can be made eight **(8)** month in advance. Open reservation is six **(6)** month in advance.
6. Reservation are accepted, by phone, on the first Monday of the month starting at 11 am.

Rental Date	City of Los Angeles Residents Eight Month in Advance	Open Reservation Six Month in Advance
January	June	August
February	July	September
March	August	October
April	September	November
May	October	December
June	November	January
July	December	February
August	January	March
September	February	April
October	March	May
November	April	June
December	May	July

Call-In Reservation Procedures:

1. Patrons will call in on the opening date in hopes of securing their preferred rental date.
2. Reservations are first come, first serve according to the phone message time stamp.
3. Make sure to leave a full name, address and two suggested dates when leaving a message.
4. Within two business days a booking agent will call you to secure your date.
5. Camp application and initial deposit are due within 10 business days of your booking date.
6. Failure to meet this deadline will result in the forfeit of your reservation.

Rental Requirements and Procedures:

1. Camping Section Office reservations will only be taken as follows: Monday – Friday 11:00am – 4:30pm.
2. We do not accept in-person reservations.
3. Camping Section staff will contact you within 2 business days regarding your reservation. Once camp date is secured, you will receive a confirmation by email.
4. Groups have 10 business day to send in a completed camp application and initial deposit. Reservation is confirmed when the Camping Section receives the application and payment. Failure to meet this deadline will result in the forfeit of your reservation.
5. Please adhere to the Camp Seely rental requirement deadlines. Failure to adhere to deadlines may result in cancelation of permit.
 - a. Initial and security deposit: 10 business days from booking date
 - i. Summer Season: \$ 2,900.00 based on 150 campers
 - ii. Winter Season: \$ 1,250.00 based on 125 campers
 - b. Proof of Insurance: 2 months prior to reservation date
 - c. Second Payment: 1 month prior to reservation date
 - i. An additional \$100.00 will be charge for every week that second payment is late (assuming the date is still available).
 - d. Food Handler and First Aid/CPR Certificates: 1 month prior to reservation date
 - e. Final Payment: Due at Check in at Camp Seely.
6. Permit is not valid until proof of insurance and all other paperwork has been received.