

Camp Kawartha

Environment Centre

Located at 2505 Pioneer Road,
Peterborough (By Trent University)

Camp Kawartha Main Office:

1010 Birchview Road, Douro Dummer

Ontario, K0L 2H0

Phone: 705-652-3860 Toll-Free: 1-866-532-4597

Fax: 705-652-1500

Website: www.campkawartha.ca

Camp Kawartha Environment Centre School Group Rental Contract



Teacher: _____

Grade(s): _____

School: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone: _____

Ext: _____

Fax: _____

E-mail: _____

Date(s): _____ (Earliest arrival time is 9:30 am) Arrival time: _____ (Latest Departure time is 2:30pm) Departure Time: _____

Program Selection: (Choose 2 programs. Consult our [Environment Centre Brochure](#) or main office for details.)

1. _____
2. _____

Group Rental Calculator: If unsure the number of student attending, **estimate low**. Increases in numbers are welcome without penalty, but be advised that you will be billed 10% below your **contract number**. Please refer to other side for rates and billing procedures. As we are a non-for-profit charitable organization, our Environment bookings are **HST exempt**.



All day bookings **bring own bag lunch**
(Please do not bring any food/snacks with any traces of nuts or peanuts)

Cost Calculation:

Expected # of students: _____

Cost per Student

Total group fees

(Min Charge of 20 students)

X

\$10/
Student

=

Number of Adults, including teacher(s):

(there is **no charge** for adults)

Photo Release Do you give permission to Camp Kawartha to Photograph activities during your visit? These photos may be used for promotional purposes (e.g. website photo gallery and brochures) but no names will be used

☐ Yes, permission granted

☐ No, Photos prohibited

- ☐ I am aware that it is my responsibility to notify bus companies and parent volunteers of the Centre's location (see above)
- ☐ I have carefully read and I agree that our group will abide by the terms and conditions of the Camp Kawartha Environment Centre.

Important: to secure your booking, this completed contract and non-refundable, non-transferrable deposit must be received by Camp Kawartha **prior to arrival**. Failure to return this contract and deposit will result in the booking dates being released and made available to other groups. Please keep a copy of this form for your records and **confirm all changes in writing**.

Signature: _____

Date: _____

Date Received: _____

Tell us about your class. Help us get to know!



Additional Teacher Name(s): _____

Additional Contact Information (e-mail): _____

1. Please tell us a little about your class (energetic, relaxed, quiet, loud, etc.)

2. What do you hope your students will take from your visit?

3. Are there any **medical concerns/special needs** or **curriculum requirements** we should be aware of?

4. Where did you hear about the Camp Kawartha Environment Centre?

5. How many times have you or your class visited the Environment Centre and what most interests you about our facility?

Planning your trip:

The Camp Kawartha Environment Centre Team wants to ensure that your class' visit is second to none. To ensure that outcome, we have created a detailed planning guide for teachers that can be accessed through our camp website at:

<https://campkawartha.ca/pdf/environment-centre/Teachers-Planning-Guide.pdf>

If you have any additional questions please contact the Environment Centre Registrar at our main facility on Birchview Road.

☐ Email: info@campkawartha.ca

☐ Phone: (705) 652-3860

Camp Kawartha Environment Centre



Rates & Billing Procedures

❖ **Please read all information carefully before returning your contract** ❖

➤ **Deposit:**

A non-refundable, non-transferable deposit of \$100 or receipt of an authorised Purchase Order is required to secure a booking. A group's booking is **not** considered secured unless the deposit **and** booking contract have been received. Please provide your signed and completed contract with the required deposit or Purchase Order within 2 weeks of booking your date. Please call our main office if you have any questions or concerns.

➤ **Regular Day Rate:**

\$10 per student (minimum group charge 20 x \$10 = \$200)

As we are a not-for-profit charitable organization, our Environment Centre Bookings are HST exempt.

➤ **Changes in Participant Numbers:**

It is important that the number of students listed on your contract is accurate as **changes in numbers adversely affect staff scheduling**. If unsure of participant numbers please **estimate low**. Please be advised that if your numbers decline you will be billed **no less than 10%** below your contract number. For example, if you estimate 35 students on your booking and arrive with 30 you will be billed for 32 [35-3=32]

➤ **Invoice:**

All groups will be billed from our main office after your visit. **Final Payment is due in full within 10 business days of receiving your invoice**. Please pay with a single school cheque or authorised Purchase Order, do not pay with personal cheques from parents. **Non-Sufficient Funds cheques are subject to a \$30 administration fee.**

Please make Cheques payable to: Camp Kawartha

➤ **Bagged Lunch:**

Fees do not include food. Groups must bring their own bagged lunch, drinks, and snacks for the day. Please advise students to bring a **refillable water bottle** and a **litterless lunch**.

We are a **nut-safe facility**. Due to the large number of nut allergies, we **prohibit** any foods that contain nuts or traces of nuts. **Please read labels carefully** and ensure that any foods that may contain nuts or traces of nuts are **NOT** brought to the centre.



➤ **Adults:**

There is no fee for accompanying Teachers or Parent Volunteers but we do appreciate knowing how many adults will be in attendance.

- **Date Changes/Cancellations:** Changes to booking dates will be accommodated with a minimum of 2 weeks' notice (to allow for a replacement booking to be found). Otherwise, the deposit will be forfeited and a new deposit and booking contract will be required to book new dates. **There will be no refund for cancellations.**

☐ I have read, understand and acknowledge the above procedures

Signature: _____ Date: _____ Date Received: _____