

Camp Kawartha

1010 Birchview Road, Douro-Dummer, Ontario K0L 2H0

Phone: (705) 652-3860 Toll-free: 1-866-532-4597 Fax: (705) 652-1500

Web: <http://www.campkawartha.ca/facility-rentals/> E-mail: registrar@campkawartha.ca



FACILITY RENTAL CONTRACT

IMPORTANT: To secure your booking, this completed contract and a non-refundable, non-transferable \$500 booking deposit must be received by Camp Kawartha. Failure to return this contract with deposits will result in the booking dates being released and made available to other groups. Keep a copy of this form for your records. Please confirm all changes in writing.

Contact Name: _____ Title: _____

Organization/Group: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____ Website: _____

Arrival Date: _____ Arrival Time: _____
Groups may arrive at 5:00pm or later on Fridays

Departure Date: _____ Departure Time: _____
Groups must depart no later than 2:00pm on Sunday

GROUP RATE CALCULATOR: If unsure of the # of people attending, estimate low. Increases in numbers are always welcome without penalty, but be advised that **your group will be invoiced no less than 10% below your contract number****

Regular Package (Accommodations, Meals & Snacks) Expected # of people (contract # **) cost per person:

Basic Package (Accommodations only) Minimum charge of 25 people X _____ = _____

Friday night dinner at \$18 per person extra (option for Regular Package) # _____ X \$18 = _____

Kitchen Usage Fee (Basic Package only) \$275

Programming Staff / Waterfront lifeguard - indicate choice of program and # of our staff required for each shift:

Fri 7:30-9:30pm Program Request: _____ #staff _____

Sat 9:30am-12:00 Program Request: _____ #staff _____

Sat 1:30-4:00pm Program Request: _____ #staff _____

Sat 7:00-9:00pm Program Request: _____ #staff _____

Sun 9:30am-12:00 Program Request: _____ #staff _____

Total #: _____ X Rate: \$80.00 = _____

We require at least 3 weeks advance notice for programming requests/changes.

* All pricing is tax exempt, as we are a not-for-profit charitable organization.

* Total:

Accessibility Accommodations Needed (Please call the office to make accessibility arrangements for those requiring special considerations. (E.g. a wheelchair, mobility issues, vision impairment, etc.)

Please provide the name of an onsite group supervisor who will be responsible for the conduct of your group during their stay, act as a contact person on the event day, and will ensure that all guests understand and follow all camp policies and guidelines.

Name & Address of your onsite group supervisor: _____

Phone: _____ E-mail: _____

GROUP RENTAL AGREEMENT: Please read carefully!!

- We understand that the \$500.00 deposit is non-refundable.
- A \$250 security/damage deposit is also required at the time of booking and will be returned/refunded if the facilities are left in a satisfactory condition.
- Our group agrees to leave the facilities and equipment tidy and clean, and in the same condition as found.
- Our group agrees that NO Alcohol will be on site (unless proof of special occasion permit and \$5 million liability insurance is provided to Registrar)
- A change in booking dates will be allowed with a minimum of 3 months notice (to allow time for a replacement booking to be found) and the deposit will be applied to the new date. Otherwise, the deposit will be forfeited and a new deposit and booking contract will be required to book new dates.
- There is NO refund for cancellations.
- We understand that our group will be charged for any damage caused to the facilities during our stay, this includes any buildings (dining hall, kitchen, cabins, washrooms, classrooms, etc), and natural environment including smoking inside any buildings. We also understand that our group will be charged for any missing or damaged items, missing or damaged equipment, excessive cleaning costs, or food supplies/condiments used if we did not pay for kitchen services.
- We understand that the watercraft (canoes, kayaks, sailboats, windsurfers), climbing wall, archery, ropes course, and waterfront are not to be used without one of Camp Kawartha's qualified staff/lifeguard present for safety reasons.

I have carefully read this contract and I agree that our group will abide by the terms and conditions of Camp Kawartha.

Signature: _____ Date: _____ PO# (if applicable) _____

For office use only: Date Contract & Deposit Received: _____

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FACILITY RENTAL RATES

(SEPTEMBER TO JUNE)

REGULAR PACKAGE (ACCOMMODATIONS, MEALS AND SNACKS)

- ★ two (2) nights accommodation
- ★ five (5) meals (Saturday breakfast, lunch and dinner, Sunday breakfast & lunch)
Note: Friday dinner is not included, but can be arranged upon request at an additional cost
- ★ two (2) snacks – Fri Evening and Saturday Evening.
- ★ people with special dietary needs are given individual attention and alternate menu options (be sure to notify the camp at least 2-weeks in advance if there are any food allergies or dietary concerns)
- ★ exclusive use of the site and facilities (excludes program staffing costs & waterfront activities - see below)
- ★ **Check-in time: 5:00pm on Friday, Check-out time: no later than 2:00pm on Sunday**

Month	25-150 people
November – April	\$135/person
Sept/Oct, May/June (Peak Season)	\$150/person
There is a minimum group charge of 25 people to make a weekend booking.	

BASIC PACKAGE (ACCOMMODATIONS ONLY)

- two (2) nights accommodation (excludes meals and snacks, you provide your own chef and food)
- your group is responsible for bringing ALL your own food supplies and all your own condiments.
Do not bring food contain nut products or traces of nuts. **
- there is a **kitchen usage fee** for all groups using their own caterers/kitchen staff
- exclusive use of the site and facilities (excludes program staffing costs & waterfront activities - see below)
- **Check-in time: 5:00pm on Friday, Check-out time: no later than 2:00pm on Sunday**

Month	25-150 people
November – April	\$110/person
Sept/Oct, May/June (Peak Season)	\$120/person
There is a minimum group charge of 25 people to make a weekend booking.	



**** NUT PRODUCTS PROHIBITED.** Many children and guests attending our facility have a severe life-threatening allergy to nuts. Therefore, **we prohibit all foods that contain nuts or traces of nuts.** Please read labels carefully and ensure that any food or snacks that may contain nuts or traces of nuts are **NOT** brought to the camp.

PROGRAMMING STAFF / WATERFRONT ACTIVITIES:

For programs run by Camp Kawartha staff e.g. team building, nature programs, etc (see our Outdoor Education brochure) or for the use of the climbing wall, ropes course, archery, waterfront (swimming or watercraft), please add **\$80 per staff person per shift** (a shift is between 9:30 am - 12:00 noon, 1:30 - 4:00 pm, or 7:00 - 9:00pm). We work at a ratio of 1 staff person per 10-12 participants. Waterfront and challenge course (ropes/climbing wall) requires a minimum 2 staff. We require at least three weeks notice for programming requests/changes. Since staff are hired specifically for your group, program changes must be made no later than 3 weeks before your arrival and cancellations for any reason (including weather) may be made no later than noon on Friday of arrival.

IMPORTANT: In order for guests to use our climbing wall, ropes course, archery range, watercraft (canoes, kayaks, sailboats, windsurfers, etc), or use the waterfront for swimming, it is **imperative** that our qualified staff/lifeguard be on duty for safety reasons. Waterfront, watercraft and climbing facilities may **not** be used without one of our staff present.

INVOICE: Final Payment is due in full within 10 business days of your visit. Final payment should be one cheque from your organization/group, please do not send multiple personal cheques. NSF/returned cheques are subject to a \$25 administration fee.

EVENT PROMOTION: If you would like to promote this event (e.g. a conference) in the calendar of events on our website (www.campkawartha.ca/events/), please contact us at admin@campkawartha.ca. We can link to your website for more information about your event and/or post a copy of your registration form/flyer in PDF format.