APPENDIX E: SUMMARY OF GROUP REQUIREMENTS

Please email to us at registrar@campkawartha.ca **1 MONTH prior to arrival or we cannot guarantee special dietary requests or specificequipment or accomodations.**

Name of Group: Click here to enter text.

Arrival: Date Departure: Date Please confirm # of people coming: #

Cabins: - please ✓check cabins you wish to use. Ensure that cabins are as full as possible.

- Help keep our costs (and rates) down - use only the number of cabins necessary to accommodate your group size.
- Visit www.campkawartha.ca/cabins/ for cabin photos, info, and any notices of cabin closed for maintenance.

Group A: *cabin cluster to left of Dining Hall and down the hill*

☐Aspen (7 beds) ☐Alder (7 beds)
☐Maple (7 beds) ☐Elm (7 beds)
☐Balsam (7 beds) ☐Pine (7 beds)
☐Spruce (7 beds) ☐Poplar (7 beds)
☐ Kiwanis Cabin (5 beds) (heated, but recommended for Jan-Mar)

Group C:

☐BEL Cabin (14 beds, 2 rooms)(not available for winter use)
☐Gainey Cabin (20 beds, 3 areas)

Group B: *cabins to right of Dining Hall*

☐ Willow (12 beds)
☐ Oak (12 beds) (wheelchair ramp) ♿
☐ Cedar (9 beds) (wheelchair ramp) ♿
☐ Sumac (9 beds) (wheelchair ramp) ♿
☐ Birch (10 beds)
☐ Acorn (2 sets of bunks - not recommended for winter use)
☐ Pine Cone (4 beds – 2 sets of bunks, ramp) ♿

☐**Staff House** (5 beds)
(has bathroom, living area & kitchenette)

Meeting Rooms/Equipment: – please ✓check those you wish to use:

Rotary Hall (adjoined to dining hall) - 39' wide x 34.5' long x 10'-13.5' vaulted ceiling, wheelchair accessible ♿

☐ for use as lounge area
☐ for use as meeting hall
  ☐ group will use benches from Dining hall for seating
  ☐ *group will rent ___ chairs for seating (we have up to 80 white plastic chairs for rent at $1 each plus hst)
☐ WiFi (ask staff for password)
☐ Black-out curtains for windows
☐ White Board - groups must bring their own dry erase markers
☐ Flipchart Easel - groups must bring their own paper & markers
☐ Projecter Screen
☐ Projector (rental fee of $25; must bring own laptop)

Classrooms (not wheelchair accessible):

☐ Large Classroom (34' x 29' x 8' ceiling)
☐ Small Classroom (24' x 29' x 8' ceiling)
☐ Tables (10 folding tables 72" x 32")
☐ Chairs (approx. 70 cushioned chairs available)
☐ White Board - groups must bring their own dry erase markers
☐ Flipchart Easel - groups must bring their own paper & markers

Cabins/Buildings that are only available upon Special Request: (must be approved in advance by the Camp)

☐ O'Reilly Cabin (not heated/insulated/winterized)

Other - please ✓check those you wish to use:

☐ Campfire Amphitheatre by waterfront
☐ Campfire circle behind Gainey ☐ Trail Guides/Maps

Limited Recreational skis & snowshoes (approx 15) available for use: ☐ X-Country Skis ☐ Snowshoes

Instructional cross-country skis & snowshoes only available with hired programming staff (see programming rate)

If Camp Kawartha is providing meals for your group, please be sure to fill out the following section regarding food allergies and/or dietary restrictions and mealtimes.

Food Allergies & Medical/Religious Dietary Concerns (this is very important for our kitchen staff to know 3-weeks in advance of your arrival):

Please list below any participant(s) with food allergies and/or special dietary needs.
(e.g. nuts/peanut allergy, lactose intolerance, dairy allergy, allergy to food coloring or additives (please specify color or additive), fruit or vegetable allergy, egg allergy (specify if this affects baked-in foods too) vegetarian, gluten allergy, no red meat, no pork, halal, diabetic, etc.)

Note:

- Special request items on the menu may take up to three weeks to order so its imperative that you relay information on time.
- Those with special dietary preferences are more than welcome to bring their own supplies, but it is imperative that they adhere to our **NUT-SAFE policy**. (Please notify us in advance if bringing your own supplies.)
- We treat food allergies very seriously, if you are simply avoiding certain foods please do not list as a food allergy. You are more than welcome to bring your own alternatives as long as we receive notice, and you adhere to our **NUT-SAFE** policy.

Name of Participant	Dietary Restrictions as well as first meal and last meal. (say "all" if staying entire time)
Name	Select from list or type your own.
Name	Select from list or type your own.
Name	Select from list or type your own.
Name	Select from list or type your own.
Name	Select from list or type your own.
Name	Select from list or type your own.

Attach additional sheets as necessary

Mealtimes:

Please confirm what time your group wishes to sit down to each meal during your stay:
(* **Note**: requests for an earlier breakfast time or later dinner time may result in a surcharge for staff overtime hours)

Saturday:
Breakfast: ☐ 8:00 a.m. or ☐ 8:30 a.m.
Lunch: ☐ 12:00 p.m. or ☐ 12:30 p.m.
Dinner: ☐ 5:00pm

Sunday:
Breakfast: ☐ 8:00 a.m. or ☐ 8:30 a.m.
Lunch: ☐ 12:00 p.m. or ☐ 12:30 p.m.

The approximate number of eating guests is helpful to kitchen staff:
Children 12 & under #
Teens 13-17 years old #
Adults 18 & over #

Other Notes:
Click here to enter text.