

APPENDIX E: SUMMARY OF GROUP REQUIREMENTS

We require a copy of this page emailed to us at registrar@campkawartha.ca 1 MONTH prior to arrival or we cannot guarantee requests for equipment/specific buildings.

Name of Group: _____

Dates: _____ **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 closures for maintenance.

<p>Group A: <i>cabin cluster to left of Dining Hall and down the hill</i></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Aspen (7 beds)</td> <td><input type="checkbox"/> Alder (7 beds)</td> </tr> <tr> <td><input type="checkbox"/> Maple (7 beds)</td> <td><input type="checkbox"/> Elm (7 beds)</td> </tr> <tr> <td><input type="checkbox"/> Balsam (7 beds)</td> <td><input type="checkbox"/> Pine (7 beds)</td> </tr> <tr> <td><input type="checkbox"/> Spruce (7 beds)</td> <td><input type="checkbox"/> Poplar (7 beds)</td> </tr> </table> <hr style="border: none; border-top: 1px solid black;"/> <p>Large Cabins around perimeter of playing field</p> <ul style="list-style-type: none"> <input type="checkbox"/> BEL Cabin (15 beds, 2 rooms) <input type="checkbox"/> Gainey Cabin (20 beds, 3 areas) <input type="checkbox"/> Tamarack Cabin (11 beds, 2 rooms) - not always available, please check with office) 	<input type="checkbox"/> Aspen (7 beds)	<input type="checkbox"/> Alder (7 beds)	<input type="checkbox"/> Maple (7 beds)	<input type="checkbox"/> Elm (7 beds)	<input type="checkbox"/> Balsam (7 beds)	<input type="checkbox"/> Pine (7 beds)	<input type="checkbox"/> Spruce (7 beds)	<input type="checkbox"/> Poplar (7 beds)	<p>Group B: <i>cabins to right of Dining Hall</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Willow (12 beds) <input type="checkbox"/> Oak (12 beds) (wheelchair ramp) ♿ <input type="checkbox"/> Cedar (9 beds) (wheelchair ramp) ♿ <input type="checkbox"/> Sumac (9 beds) (wheelchair ramp) ♿ <input type="checkbox"/> Birch (10 beds) <input type="checkbox"/> Acorn (4 beds – 2 sets of bunks) <input type="checkbox"/> Pine Cone (4 beds – 2 sets of bunks), has ramp <hr style="border: none; border-top: 1px solid black;"/> <p><input type="checkbox"/> Staff House – for adults only (has bathroom, living area & kitchenette)</p>
<input type="checkbox"/> Aspen (7 beds)	<input type="checkbox"/> Alder (7 beds)								
<input type="checkbox"/> Maple (7 beds)	<input type="checkbox"/> Elm (7 beds)								
<input type="checkbox"/> Balsam (7 beds)	<input type="checkbox"/> Pine (7 beds)								
<input type="checkbox"/> Spruce (7 beds)	<input type="checkbox"/> Poplar (7 beds)								

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

<p>Rotary Hall (adjacent to dining hall) - 39' wide x 34.5' long x 10'-13.5' vaulted ceiling, wheelchair accessible ♿</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> for use as lounge area <input type="checkbox"/> for use as meeting hall <ul style="list-style-type: none"> <input type="checkbox"/> group will use benches from Dining hall for seating <input type="checkbox"/> *group will rent chairs for seating <input type="checkbox"/> WIFI (ask staff for password) 	<ul style="list-style-type: none"> <input type="checkbox"/> Black-out curtains for windows <input type="checkbox"/> White Board - groups must bring their own dry erase markers <input type="checkbox"/> Flipchart Easel - groups must bring their own paper & markers <input type="checkbox"/> Projector Screen <input type="checkbox"/> Projector (rental fee of \$25) (must bring own laptop)

<p>Classrooms (not wheelchair accessible):</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Large Classroom (34' x 29' x 8' ceiling) <input type="checkbox"/> Small Classroom (24' x 29' x 8' ceiling) <input type="checkbox"/> Tables (10 folding tables 72" x 32") <input type="checkbox"/> Chairs (approx. 70 cushioned chairs available) 	<ul style="list-style-type: none"> <input type="checkbox"/> White Board - groups must bring their own dry erase markers <input type="checkbox"/> 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)

- Kiwanis Cabin (heated, but not properly insulated/winterized, may be available upon request for fall or spring seasons)
- 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 # of Recreational skis & snowshoes (approx 15) available for free time: X-Country Skis * Snowshoes*

Instructional cross-country skis & snowshoes only available with hiring our 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 religious dietary restrictions, birthdays 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	Food Allergies / Religious Dietary Concerns: (please be as specific as possible)

Birthdays: - provide name(s) and date: _____

Do not send outside baking as we cannot be sure it is nut-free. If we have this sheet at least 2 weeks in advance, we can plan an appropriate dessert making sure we accommodate for any food allergies in the group.

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: 8:00am; or 8:30 am

Lunch: 12:00noon; or 12:30pm

Dinner: 5:00pm

Sunday:

Breakfast: 8:00am; or 8:30 am

Lunch: 12:00noon; or 12:30pm

The following information is helpful to the kitchen staff in preparing an appropriate menu

(e.g. teen males will likely have a bigger appetite than adult females):

Gender: _____#Females _____#Males

Range of Ages: Children 12 & under Teens 13-17 years old Adults 18 & over

Other Notes:
