

Green Wedding Planning Guide



Camp Kawartha

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

Phone: (705) 652-3860 Fax: (705) 652-1500

Toll Free #: 1-866-532-4597

E-Mail: registrar@campkawartha.ca Website: www.campkawartha.ca

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Thank you for considering Camp Kawartha for your green wedding!

What makes a wedding green? By choosing Camp Kawartha, you are supporting award-winning environmental education for thousands of school children each year. You are also supporting initiatives like our “No Empty Bed” program which ensures that children from families in financial need have the opportunity to come to summer camp and develop a love of the natural world. You are contributing to the success of local farmers who supply our kitchen with delicious, nutritious food. Who knew that getting married could be so good for the environment? We’ve put this guide together to introduce you to our facility and try to answer any questions you may have. Of course we are always here to help so feel free to contact us by email registrar@campkawartha.ca or by phone 705-652-3860 or toll free at 1-705-652-3860 if you have further questions.

About Us

Camp Kawartha is a not-for-profit charitable organization dedicated to fostering environmental stewardship. Our facilities are open year-round with school groups receiving outdoor education through the week, private groups renting the site on the weekends and a vibrant summer camp from mid-June to Labour Day. The site is available for weddings from September through to the second weekend in June.

We offer an intimate, private and romantic setting **up to approximately 110 people**. When you rent Camp Kawartha for the weekend, you and your guests will have exclusive use of the entire 185 acre site located on beautiful Clear Lake in the Kawarthas. Take a hike on one of our scenic marked paths or relax at the waterfront and listen to the waves lap the shore. If you have an active group, hire our staff to use the high ropes or accessible climbing wall or book a lifeguard for an afternoon swim. (see Programming Options on Appendix X). There’s something for guests of all ages and abilities to enjoy at Camp Kawartha.



What's Included in the Base Price?



Meet Sue Swankie of Swanky Events, Camp Kawartha's new wedding coordinator. In response to the increased demand for more personalized and detailed ceremonies and receptions, our new base rental fee now includes the services of a professional event planner to help things run smoothly and take all the stress out of your weekend. She has been running her own successful event planning business for 11 years and has extensive knowledge of local suppliers, an eye for detail and exceptional organizational skills. Instead of a "Do-it-Yourself" facility, you will now receive personalized service from an industry expert from the moment you book until your last guest leaves the property after your big day.



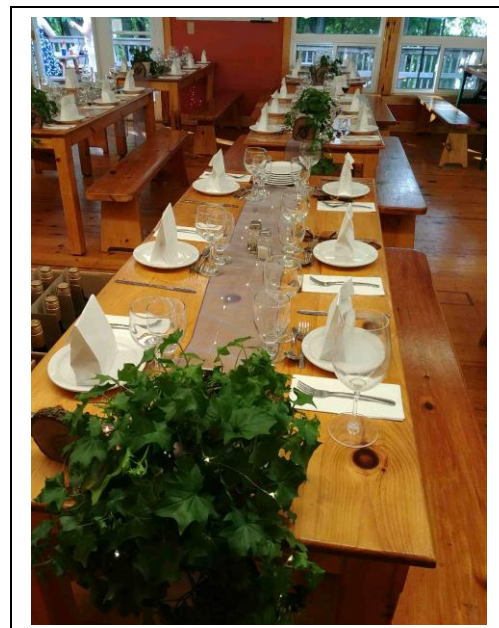
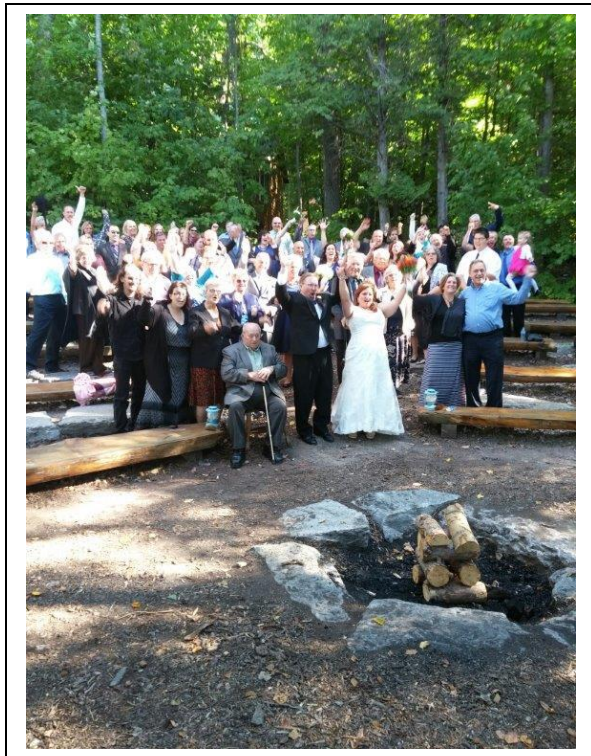
What Sue will do:

- Initial 1 hour meeting to discuss your needs and vision for your big day (included facility tour)
- Advice by email and phone from the time you book until the big day.
- Assistance with Friday night rehearsal and hall set up.
- Wedding timeline and layout of the Camp Kawartha spaces including the dance floor, dining hall with seating plan, gift table, reception area so that everything flows seamlessly.
- Liaise with vendors, bar tender, DJ, caterer and any other supplier or service provider.
- Hostess Services all weekend to direct guests, answer questions, move items, set up, make guests feel welcome and comfortable.
- Take down décor, pack up and return items to suppliers as required.
- Make sure kitchen is clean and items are put back properly after caterer.
- Double check that there is no damage or big mess on-site that would prevent you from getting your damage deposit back.

Décor included –

- Garden urns and flowers for ceremony, moved to reception hall after ceremony
- Aisle markers
- Signing table
- Ceremony platform
- Centrepieces such as vases, candles and flowers designed in consultation with the client (may be additional cost depending on design)
- Backdrop and setting of head table, cake, gift and card tables
- Lighting for feature tables, backdrops, reception ceiling and outdoor areas
- Gift card holder
- Table numbers
- Welcome signage
- Metal outdoor fire pit

Sue can provide these items at an additional charge (detailed estimate will be provided): Linens, dishware, extra tables and chairs, ceremony water station, bathroom guest pamper baskets and flowers, seating chart display, additional décor, bar service, wedding cake, caterer, DJ, officiant, photographer, extra set up / serving staff as required. Additional one on one meetings with Sue can be arranged at an hourly rate.



Decorating, Dressing, Dining & Dancing



Our **DINING HALL** with its beautiful stone fireplace and windows overlooking Clear Lake can accommodate up to 100 guests for a sit-down meal (120 if overflow seating is used). The lakeside 30' x 15' deck off the dining hall is a great place to get some air and enjoy the night sky. Use our tables and benches as they are or rent chairs and linens to dress it up. The dining hall can be used throughout the weekend for guests to wind down together (play cards, board games etc.) and bond as a group.



Features of the dining hall include:

Seating for 100 guests comfortably for a reception with both a head table and buffet table

Overflow seating in Rotary Hall, for a maximum capacity of 120 guests

New pine floors with inlay design.

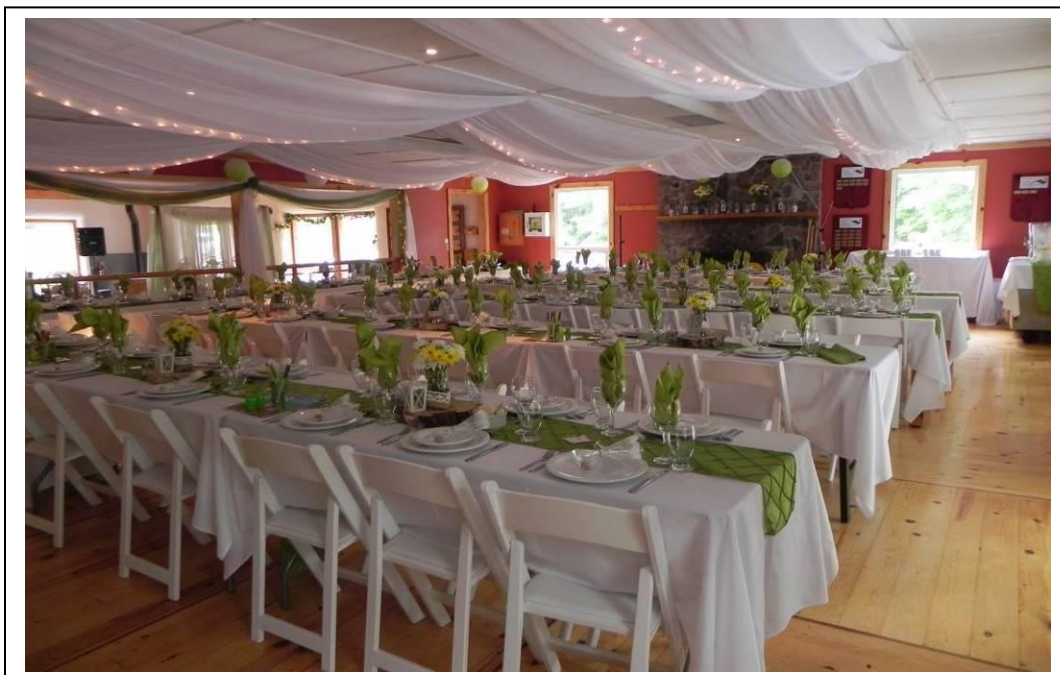
Indoor washroom facilities (not wheelchair accessible).

Interior dimensions: 30' wide x 55' long; 8' high ceiling

14 tables 72" long x 28" wide; 8 tables 45" x 45" (normally used in pairs)

40 wooden benches (offers seating for 6 at each table)

Wheelchair ramp at entrance and to upper dining area 80 white plastic folding chairs available for rent



ROTARY HALL is a bright, bright open concept lounge area, connected to the dining hall and perfect for your reception or as a back-up ceremony location. It is a comfortable area for your guests to kick back and relax any time during your stay. Many couples use this area as a dance floor and bar area.



Features of Rotary Hall include:

- Environmentally friendly straw bale building interior dimensions: 39' wide x 34.5' long
- Cathedral style vaulted wood ceiling, large windows
- Cement floor with large area for dance floor (area carpet can be removed)
- Couches (four 2-3 person couches, two single person couches)
- 22 wooden cubes, which double as small end tables or seats
- Upright piano
- Wheelchair accessible
- Projector screen, projector and laptop available to rent, blackout curtains, WIFI

The two **CLASSROOMS** (attached with door between) ideal to use as wedding party change rooms.

- Carpeting with bright sunny windows
- Coat racks for hanging your wedding garments
- Large mirrors

****Note: classrooms located on second floor and therefore are not wheelchair accessible****



Accommodations



CABINS

As you might expect at a Camp, overnight accommodations are simple and rustic. We have an eclectic mix of 18 cabins to choose from with bunk beds or single beds. A double bed is available in the House cabin only. Each cabin contains beds with vinyl covered mattresses, a heater and safety equipment such as smoke detector and fire extinguisher and is located within proximity of central washroom facilities. Most are winterized. Use the cabin worksheet (Appendix D) to match the right guests to the right space. Guests must provide their own bedding.



THE “HOUSE”

If the Bride and Groom are looking for a private location to spend their wedding night, the “House” is a great option (can also be used for bridal parties, families and elderly guests). This is the only cabin which offers a cozy woodstove in the living area, a double bed, kitchen with full size appliances and a 3-pc bathroom. If you do bring your own extra food to prepare, please ensure that it is nut-free. Some basic kitchen equipment is provided.



Cermony Spots and Photo Ops

There are numerous lovely sites at Camp Kawartha to say your vows and take photos. Whether it is lakeside, field side or inside, we have the ideal location to reflect your individual tastes and personality. Here are just a few of the beautiful locations available:



Food, Glorious Food



IN-HOUSE CATERING

Our talented kitchen staff will prepare your breakfast, lunch or brunch with the utmost attention to most dietary requirements (please provide at least 1 month before the wedding) and will uphold our environmental mandate to serve fresh, locally-sourced products whenever possible. **(Please see the “Menu Selection Form” for options and contract for rates)**

KITCHEN USE:

Camp Kawartha does not cater wedding dinners but can provide a list of local approved caterers. Only approved caterers are allowed access to our commercial kitchen. Caterers must show valid insurance and food handling certification. Caterers must agree to adhere to our **NUT-SAFE policy** for the safety of our other guests. No wedding guests may have access to the kitchen at any time for insurance purposes. The on-site wedding coordinator has access and can provide assistance if required.

- Food may be prepared in and served from the kitchen by approved caterers only. Guests do not have access to the main kitchen or Camp Kawartha dinnerware.
- Guests may rent the Camp Kawartha BBQs for Friday night rehearsal dinners (see contract for pricing) but must provide their own compostable/green dinnerware.
- No food may be stored in our main fridges or freezers as they are full of food for school groups however a secondary large fridge and freezer is available to guests to store alcohol, nut-free snacks, ice etc. in our tripping kitchen which is located behind the maintenance building.
- Camp Kawartha kitchen staff will be present at all times when the caterer is on site. The kitchen will be locked at all other times.
- Coffee/tea will be available during Camp catered meals only unless prior arrangements are made.
- If you would like coffee/tea outside of catered meal times you must supply your own coffee/tea along with creamer, milk and sugar. You may use our coffee station in the dining room which has a large coffee maker, hot water urn and bar fridge for milk and cream.

**** Please note that because we are a nut-safe facility, IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS.**

We strongly request that you read all food labels carefully to insure that no nut products or products containing traces of nuts are brought into the camp. This includes coconut, nutmeg, or anything with the word ‘nut’ in it.

Arrival and Departure



TOURS

If you would like to look around in person, a tour can be arranged through the Wedding Coordinator.

ARRIVAL

It is important not to arrive prior to 5pm on Friday as our small housekeeping staff needs time to thoroughly clean the facility after the previous groups leaves. The Camp's weekend host will introduce themselves and provide an orientation session to you or your designate in order to go over the facility policies and general protocols. This should take approximately 20 minutes. They will let you know their cell number and where they will be staying (generally the Estate cabin) in case of emergency.

If you need an earlier arrival time please contact the office. Please note: deliveries of supplies prior to the wedding can only take place with the advanced approval of Camp staff or Sue Swankie.

PARKING

Our on-site parking lot can accommodate approximately 40 cars in the main lot with a smaller lot closer to Rotary Hall for drop offs and parking. Parking is NOT permitted on the second driveway accessible by Tedford Lane as this is a fire route essential for emergency access. Cars are not allowed on the basketball court and must not drive on the playing field under any circumstances as it may damage the septic bed.

DEPARTURE

Weekend guests must depart by 2pm on Sunday afternoon. Please vacate all cabins by 11am and remove all personal items so that cleaning staff can have access.

EMERGENCY STAFF

We will provide a staff person (other than the wedding coordinator) to be onsite for the full weekend to deal with emergencies or for basic assistance (washroom and cleaning supplies, directions to hospital etc.). They will enforce noise bylaws and rules and regulations as outlined in the wedding guide and are also First Aid trained. They are unavailable for decorating, moving furniture, event tear down etc. They will be reachable by cellphone at all times. They will be located in the Estate cabin throughout the weekend and will check in during meal times or any other time they are required.



Confirming Your Booking



Before a date may be confirmed:

- Written confirmation of date availability must be confirmed by Camp Kawartha
- a \$2000 deposit (which includes a \$1000 damage deposit which will be applied to your balance once the site is deemed in acceptable condition after the event)
- signed contract

1 month prior to your wedding date the following must be submitted to the office:

- A payment equal to the balance of the base rental fee
- Summary of Group Requirements (Appendix E) (your final numbers, cabin selection and dietary restrictions)
- Menu Selection form and dietary restrictions (Appendix F)
- Proof of Party Alcohol Liability Insurance (Appendix G)
- Copy of Special Occasion Permit from the LCBO

1 week before the wedding

- Final balance is due

Optional Activities For A Busy Bunch



Give your guests an extra-special wedding experience by offering some of our specialty activities. Our experienced and qualified staff are available for hire to run a variety of activities at a cost of \$90 per staff for each 2.5 hour program period. The number of staff required depends on the activity chosen and safety ratios. Programming options include archery, cooperative games, snow shoeing, cross country skiing, guided hikes, waterfront and ropes. See Appendix X: Weekend Programming for options and required staff ratios.

WATERFRONT ACTIVITIES

The ratio for waterfront staff is 2 guards to every 25 swimmers with an additional staff person required for watercraft equipment (canoes, kayaks, sailboats, windsurfers). Groups with members under 18 years of age always requires staff supervision adult only groups can enjoy unsupervised swimming if a waiver is signed beforehand. Equipment use (canoes) always requires staff supervision.

ROPES COURSES / CLIMBING WALL / ARCHERY

The ratio for the wall and ropes course and archery is 2 staff members for 5-15 participants. The ropes course, climbing wall and archery areas are not to be used unless our qualified staff is present for both safety and liability reasons.

CAMP KAWARTHA WALKING TRAILS

Across Birchview Road, Camp Kawartha has 5 kilometers of marked trails winding their way through meadows, fields and wetlands. Let the office know if you would like a copy of our trail guide. A trail map is included in Appendix B.

Health and Safety

EMERGENCY PROCEDURES

The nearest hospital, the Peterborough Regional Health Centre, is approximately 45 minutes away. An ambulance can be on site in 15 to 25 minutes. In addition, there is an AED (automated external defibrillator) unit in the dining hall to the left of the fireplace. Any guest may use the AED. Please call 911 **before** notifying the Camp Kawartha security staff of a serious incident/ accident. Seconds can save.

Organizers should consider getting emergency contact and health information from attending individuals as well as bringing first aid supplies for your group. do have a large first aid kit in our main Rotary hall. There are also first aid kits in our main office and Outdoor Education office. Please ask the overnight host for assistance.

Please be aware that deer tick are present outdoors and can carry Lyme disease. We recommend checking your clothing and skin carefully for these insects. Familiarize yourself with how to safely remove them with tweezers if you find one attached to your skin or that of your child. Don't panic. It takes 24 hours of feeding for them to transmit disease and not all ticks carry Lyme disease.

Our Policies

BE RESPECTFUL OF OUR NEIGHBOURS, PLEASE KEEP NOISE DOWN!

The main camp area is bordered on both sides by private residences. Our neighbors are very supportive of Camp Kawartha. It is vital that we show them the utmost consideration by respecting both their privacy and their need for peace and quiet. An onsite staff person will monitor noise levels and if they are excessive, you will be provided with one verbal warning. If excessive noise levels persist, the police will be contacted.

- **All loud activities/music must be curtailed and kept indoors between 10pm and 7am.**
- **The Camp does not have an in-house sound system.**

ENVIRONMENTAL POLICY

Camp Kawartha strives to promote an ethic that fosters respect and concern for all living things. The random picking of flowers or intentional damage of flora and fauna is prohibited. In certain circumstances, arrangements can be made for groups interested in special educational projects. The project must be discussed with the Executive Director prior to your group's arrival on site. Also participants should note that while we try to control poison ivy, this plant can be found in certain locations on our property so it should be noted upon arrival (leaves of 3 let it be).

PLEASE CONSERVE ENERGY!

Please help us to conserve energy! We ask for your help and support by ensuring that doors are closed tightly, lights are turned off, and heat is turned down to low when cabins are temporarily vacant during the daytime. The same applies to the dining hall, Rotary Hall, classrooms, or other buildings when not in use and upon departure.

HELP US KEEP COSTS DOWN

We ask each group to do their part in leaving our facilities tidy and clean, and left in the same condition as they were found. By doing your part, you can help us keep cleaning and maintenance costs down, and ultimately help keep rates reasonable.

DAMAGES / MISSING ITEMS

Please note that your group will be charged for any damage caused to our facilities during your stay, this includes any buildings (dining hall, kitchen, cabins, washrooms, classrooms, etc.), as well as the natural environment. Your group will also be charged for any missing or damaged items, and equipment, or excessive cleaning costs resulting from your use of our facilities.

SMOKING

Smoking is **NOT** permitted in any building including the teepee. We request that you **restrict all smoking to the designated areas denoted by butt receptacles - ask the overnight security for clarification.** Smoking cannabis on Camp Kawartha property is prohibited unless proof of medicinal necessity can be provided.

ALCOHOL

We are not a licensed facility. Alcohol is **not** permitted at Camp Kawartha unless you can show that you have a valid Special Occasions Permit and Alcohol Liability Insurance (see Appendix G)

WASHROOM FACILITIES AND SEPTIC SYSTEM

Camp Kawartha gets its water from a well which means that there is a limited amount of water at any one time. Please ensure taps are turned off completely & toilets are not left running, or they will deplete water levels. Please keep showers as short as possible. Put all brown paper towels, wrappers, tampons, pads, etc. in the garbage – do not flush them or any other non-biodegradable items down the toilet.

ACCOMMODATIONS

Guests are responsible for bringing their own bedding. Food and drinks are strictly prohibited in the cabins, as it poses a health risk to guests with allergies and food crumbs will attract insects and animal occupants! Water bottles are OK.

And finally, ****PETS are NOT PERMITTED**, in order to prevent damage inside buildings and to avoid adverse reactions in guests allergic to cats and dogs. **** SERVICE ANIMALS ARE ALWAYS WELCOME.**



Green Wedding Links & Preferred Vendors



Planning a Green Wedding

www.davidsuzuki.org/what-you-can-do/green-your-wedding/all-the-little-details-of-your-eco-wedding-day/?gclid=CKaVu-_RjK4CFbAEQAodTXaXfg

<http://greatgreenwedding.com/>

<http://wedding.theknot.com/real-weddings/green-weddings.aspx>

http://www.canadianliving.com/life/green_living/how_to_have_a_green_wedding.php

Plantable Invitations and Stationary

www.botanicalpaperworks.com/catalog/wedding-collection

Environmental Wedding Favours

www.weddingfavours.ca/c/ECO/Made+in+Canada.html

||

www.treebeginnings.ca

Rentals

Peterborough Tent and Event rentals

eventrentals@live.com www.tentandeventrentals.com

Main: 705-559-0374 cell: 705-742-4666

Create Shade createshade@sympatico.ca, www.createshade.com

705- 652-0215

Florists

Lakefield Flowers www.lakefieldflowersandgifts.com

705-652-6855

Classic Flowers Lakefield

3347 Lakefield Rd. Unit # 3 Lakefield, On K0L 2h0

705-652-6262

Wedding Cakes

Cakes by Rebecca
c/o Rebecca Swankie
rebecca_swankie@live.com
705-868-3077

The Cake Walk Bakeshop
c/o Patti Peeters
icehouse@nexicom.net
705-657-1131 cell 705-760-4901

DJ Service

RMS Events
c/o Andy Tough
andy@rmsevents.ca, <http://www.rmsevents.ca>
416-573-5128

Porter Sound
c/o Bill Porter
info@portersound.com, <http://portersound.wixsite.com/porter-sound>
705-749-2561

MacMillan Entertainment Group
c/o Tim MacMillan
also Flipover Flipbooks Photo Booth
tim@macmillangroup.com or djservice@macmillangroup.com
www.macmillangroup.com/peterborough www.flipoverflipbooks.com
705-652-3421

Homemade Jam
c/o Terri & Gerri Humphries email grhumphries@xplornet.ca www.homemadejam.com
705-772-0741

Live music

Rob Philips rcphillips@piano@yahoo.ca
705-931-4949

Mike Graham mikegraham@bell.net
705-931-7278

Ace & the Kid
Andrew Vatcher aceandthekid@gmail.com
(705) 313-3236

Caterer

Swanky Events

www.swankyevents.ca

Chef Doris Hiller

schaffhausen@nexicom.net

Home 705-657-9689 cell 705-768-7129

EC Catering

eccecatering@gmail.com

<http://www.eccatering.ca/>

705-775-8111

BE Catering

c/o Bonnie Cubica

info@becatering.com

<http://www.becatering.com>

1-888-854-9988 705-750-1265

Personal Touch Catering

c/o Kevin & April Sendel

705-874-8259 (cell 705-313-2864)

ksendel@personaltouchcatering.ca

www.personaltouchcatering.ca

Two Dishes

c/o Susan Houde

info@twodishescatering.com

www.twodishescatering.com

705-768-2738

Black's Hill BBQ

c/o Teresa & Dave Tuepah

info@blackshillbbq.com

www.blackshillbbq.com

905-260-0038

SKH Events & Catering.co

c/o Nikki & Don

skhcateringco@sympatico.ca

www.skheventsandcateringco.com

705-768-0377

Buses / Transportation

Elwood Hamilton Bus lines
hambus@nexicom.net 705-652-6090
Personal Touch Limo
Don or Roxy Dagenais
personaltouchlimo@hotmail.ca
www.personaltouchlimo.net
705-743-5466

Ultimate Limo Service
c/o Edgar & Paula
ultimatelimousine@gmail.com
www.ultimatelimousine.ca
705-931-0397

Officiants

Carter Mahoney, Lay Chaplain
Unitarian Fellowship of Peterborough
c_mahoneyII@live.ca
705-931-0207

Lori Hayes
loriamhayes@gmail.com
www.allseasonsweddings.com
cell 705-740-3146

Deborah Miller
www.deborahmillerofficiant.com
deborah@celebratinglife.ca
705-868-6184

Elizabeth Wiggins Certified Life-Cycle Celebrant
info@elizabethwigginscelebrant.ca
www.elizabethwigginscelebrant.ca
705 927 5688

Aileen Dockerty
aileendockerty@contemporarycelebrants.ca
905-231-1334

Photographers

Aleisha Boyd

info@aleishaboydphotography.ca

www.aleishaboydphotography.ca

705-760-5247

Fusion River Photography

c/o Myke Healey

myke@fusionriverphotography.com

www.fusionriverphotography.com

705.875.3658

Hugh Whitaker

hugh@hughwhitaker.com

www.hughwhitaker.com

705-868-6544

Beauty – Hair & Makeup

Salon Sorella

www.salonsorella.ca

c/o Rhonda Hockaday

rhockaday@sympatico.ca

Sheri Hockaday

sheri.hockaday@hotmail.com

705-652-0100

The Robyn's Nest

c/o Robyn Jenkins & Samantha Dennis

www.robynsnestproductions.com

info@thenestproductions.com

robyn@thenestproductions.com

705-917-2052

Sunshrine Day Spa

c/o Tammy

info@sunshrine.com

705-652-015

APPENDIX A: DIRECTIONS / MAPS

Camp Kawartha
1010 Birchview Road, Douro-Dummer, ON K0L 2H0
Phone: (705) 652-3860 or Toll-free: 1-866-532-4597

From Peterborough:

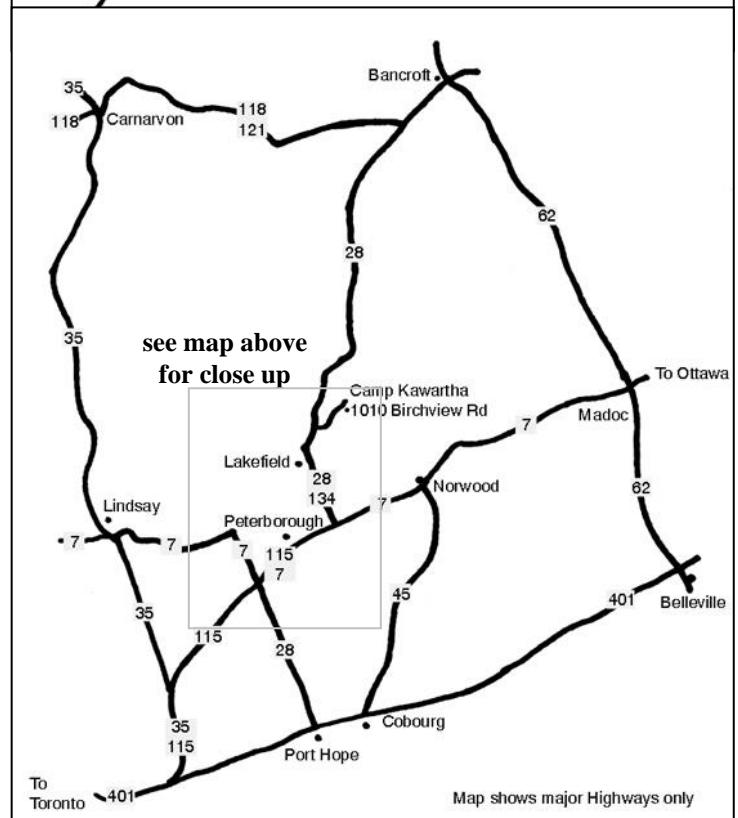
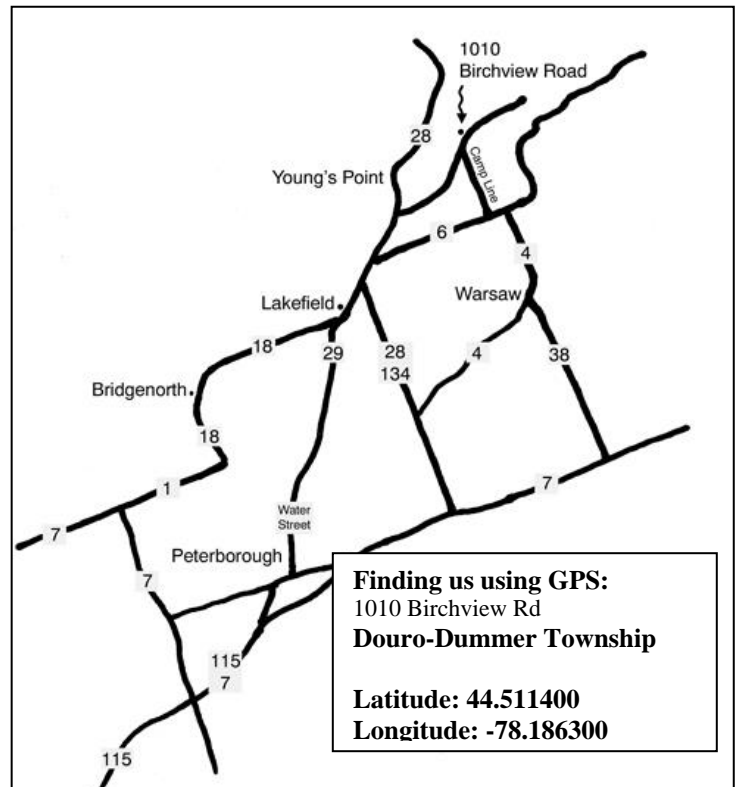
- travel north on Water Street/County Road 29 towards Lakefield
- continue on County Road 29 through Lakefield (the road becomes Highway 28 just north of Lakefield) for approximately 5 km (if you get to Young's Point you went too far north)
- turn Right onto Birchview Road
- the camp is 7 km on the left, indicated by a sign for Camp Kawartha Outdoor Education Centre

From Toronto:

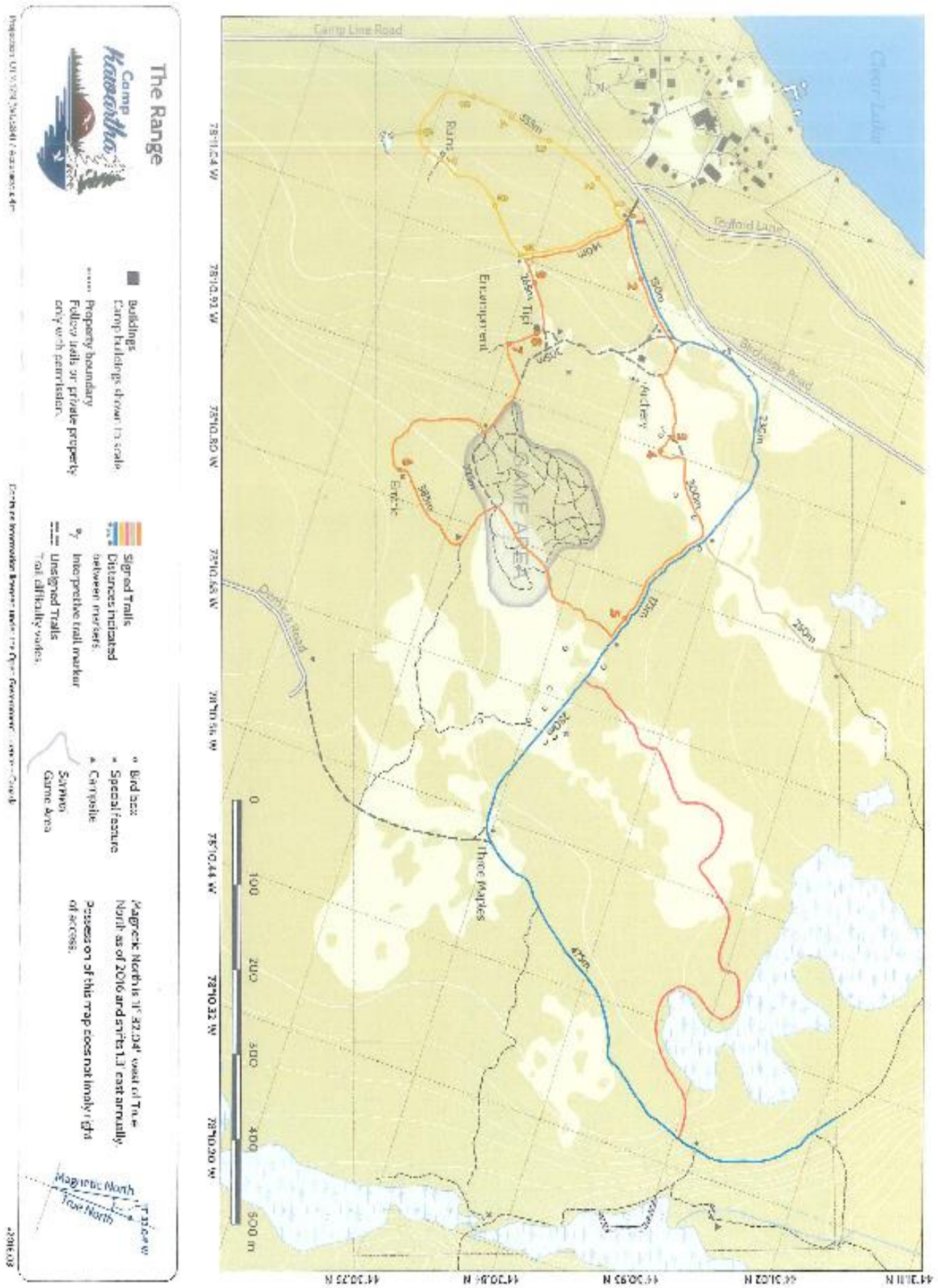
- travel East on Hwy 401 to Hwy 115
- take Hwy 115 north to Peterborough
- continue on Hwy 115 as it turns into Hwy 7 East (signs say Hwy 7 East to Ottawa) turn left onto Hwy 28 North (formerly Hwy 134), intersection with lights
- continue north for approximately 15 km to a three-way intersection where Hwy 28 meets County Road 29
- continue right on Hwy 28 North and travel for approximately 4 km
- turn right onto Birchview Road
- the camp is 7 km on the Left, indicated by a sign for Camp Kawartha Outdoor Education Centre

From Ottawa:

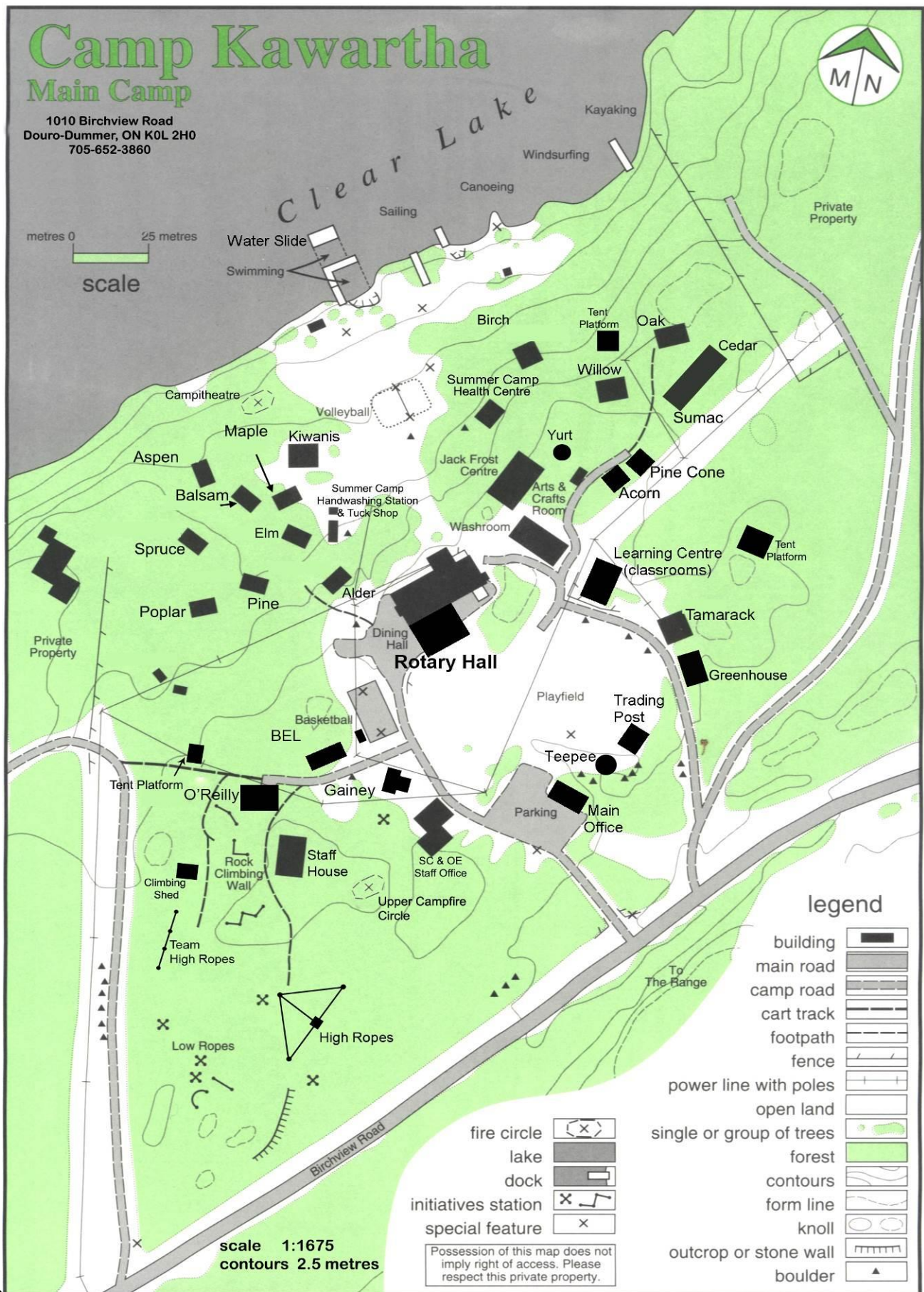
- travel West on Hwy 7 to Hwy 28 North - approx 7 km east of Peterborough
 - turn right onto Highway 28 North (formerly Hwy 134), intersection with lights
 - continue north for approximately 15 km to a three-way intersection where Hwy 28 meets County Road 29
 - continue right on Hwy 28 North and travel for approximately 4 km
 - turn right onto Birchview Road
- the camp is 7 km on the Left, indicated by a sign for Camp Kawartha Outdoor Education Centre



APPENDIX B: MAP OF THE RANGE



APPENDIX C: SITE MAP



APPENDIX D: CABIN WORKSHEET

- Use only the # of cabins necessary to accommodate your group size. Please inform our staff of any cabin changes
- Please ensure cabins are as full as possible, to prevent unnecessary use of heat, electricity & cleaning costs.
- For children/youth groups, we strongly recommend assigning an adult supervisor in each cabin.
- **No smoking, food or snacks in cabins.**

Group A (cabins located to left of dining hall, 7 beds each)

Aspen 3 sets of bunks, 1 single bed	Maple 3 sets of bunks, 1 single bed	Balsam 3 sets of bunks, 1 single bed	Spruce 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

Alder 3 sets of bunks, 1 single bed	Elm 3 sets of bunks, 1 single bed	Pine 3 sets of bunks, 1 single bed	Poplar 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

Group B (cabins located to right of dining hall)

Oak (12 beds) 5 sets of bunks in main area 2 single beds in semi-private area (wheelchair accessible)	Willow (12 beds) 5 sets of bunks in main area 2 single beds in semi-private area	Cedar/IODE ♿ 4 sets of bunks, 2 single beds (wheelchair accessible)	Sumac ♿ 4 sets of bunks, 2 single beds (wheelchair accessible)	Spurway 4 sets of bunks, 2 single beds
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
5.	5.	5.	5.	5.
6.	6.	6.	6.	6.
7.	7.	7.	7.	7.
8.	8.	8.	8.	8.
9.	9.	9.	9.	9.
10.	10.	10.	10.	10.
11.	11.	Acorn (4 beds)	Pine Cone (4 beds) (wheelchair accessible)	
12.	12.	1	1	
		2	2	
		3	3	
		4	4	

Group C (cabins located between the dining hall and the House cabin)

BEL (2 areas) Total of 7 bunk beds and 1 single bed		Gainey (3 areas) Total of 9 sets of bunk beds, 1 single bed	
1.	8.	1.	11.
2.	9.	2.	12.
3.	10.	3.	13.
4.	11.	4.	14.
5.	12.	5.	15.
6.	13.	6.	16.
7.	14.	7.	17.
		8.	18.
		9.	19.
		10.	20.

The House (for adults only)

Kitchen, Living area and bathroom plus 3 bedrooms (loft is off-limits) 3 rooms, one side has 1 set of bunk beds with a double bed on the bottom and one single bed; other side has 1 room with a set of bunk beds with a double bed on the bottom, and a separate room with a single bed. (you must walk through the room with the single bed in order to get to the 3 rd bedroom). There is a kitchen with full size appliances and coffee maker and a living room with a woodstove. There is also a bathroom with a shower.	
1.	5.
2.	
3.	
4.	

Visit <http://www.campkawartha.ca/virtualtour/index.php>
for more info and photos of each cabin

Conserve Energy! 🌱

- Turn off lights when not in use 🔌
- Turn down heat during the day 🌡️

Checklist before departure:

- Collect up all belongings
- Please remove all personal belongings from cabins as early as possible (by 11am)
- Turn off lights close windows & door

Note: Kiwanis, and O'Reilly are not insulated/winterized, and are only available upon special request, and must be pre-approved by the Camp

APPENDIX E: SUMMARY OF GROUP REQUIREMENTS

Please note: We require Appendix E,F,G & X completed and emailed to registrar@campkawartha at least three weeks prior to arrival.

Names of Wedding Couple: _____

Dates: _____ **Total # wedding guests** _____

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

Help keep our costs (and rates) down - please use only the number of cabins necessary to accommodate your group size. Visit <http://www.campkawartha.ca/virtualtour/index.php> for more info and photos of each cabin.

Group A: *Smaller cabins down the hill from the Dining Hall (total 56 beds):*

- | | |
|--|--|
| <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) |


Group C: *Larger cabins closest to the left of the playing field and dining hall (total 35 beds):*

- ☐ BEL Cabin (14 beds, 2 rooms with 7 beds each)
- ☐ Gainey Cabin (20 beds, 3 areas)
- ☐ The House (bathroom, living area with woodstove and kitchen with full size stove and fridge) (6 beds)

Group B: *cabins to right of dining Hall closest to the bathrooms (total 46 beds):*

- ☐ Oak (12 beds)
- ☐ Willow (12 beds)
- ☐ Cedar (9 beds, wheelchair accessible)
- ☐ Sumac (10 beds, wheelchair accessible)
- ☐ Spurway (10 beds)
- ☐ Pine Cone (4 beds)
- ☐ Acorn (4 beds)

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

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

- | | |
|--|--|
| <input type="checkbox"/> Renting own chairs (delivery must be after 2pm Fri/pick up by 9am Monday) | <input type="checkbox"/> Black-out curtains for windows |
| <input type="checkbox"/> Renting CK chairs for seating (80 white plastic chairs available at \$1 each plus HST). | <input type="checkbox"/> White Board - groups must bring their own dry erase markers |
| <input type="checkbox"/> WIFI - see staff member for password | <input type="checkbox"/> Flipchart Easel - groups must bring their own paper & markers |
| <input type="checkbox"/> Projector and Laptop and speakers (rental \$25 plus HST) | |

Classrooms (not wheelchair accessible):

- | | |
|---|--|
| <input type="checkbox"/> Large Classroom (34' x 29' x 8' ceiling) | <input type="checkbox"/> White Board - groups must bring their own dry erase markers |
| <input type="checkbox"/> Small Classroom (24' x 29' x 8' ceiling) | <input type="checkbox"/> Flipchart Easel - groups must bring their own paper & markers |
| <input type="checkbox"/> Tables (10 folding tables 72" x 32") | <input type="checkbox"/> TV& DVD (located in large classroom) |
| <input type="checkbox"/> Chairs (approx. 70 cushioned chairs available) | |

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 (please campfires must be extinguished by 11pm, wood is provided):

- ☐ Campfire Circle by waterfront
- ☐ Campfire circle behind Gainey
- ☐ Campfire at Cedar/Sumac

APPENDIX F: Menu Selection Form

- Meals are served buffet style and are available for 1 hour (breakfast and lunch) or 2 hours (brunch)
- Please note that we are able to accommodate most food allergies and/or dietary needs, our Kitchen Manager is happy to discuss

**** Please note that because we are a nut-safe facility, IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS.**

Please contact the camp if you have any questions or would like assistance in selecting meals for your group.

This menu selection sheet must be submitted a minimum of 1 month prior to your arrival,
(along with food allergies/concerns) otherwise our kitchen staff will choose the menu for you.

Name of Group: _____ Dates on site: _____

BREAKFAST: Start times available (please circle): Sat. 8am or 8:30 am (service is 1 hour in length)

☐ **We can't decide ☹**, please provide a suitable meal for our group based on food allergies & dietary needs provided
Sat

Entree: (choose 1 of the following) Note: Served with cereal with milk, fruit, bottomless tea & coffee

- ☐ Eggs – ☐ scrambled, ☐ boiled with toast and hash browns
- ☐ Pancakes or french toast with sausage or bacon
- ☐ Breakfast sandwiches with egg, cheese, ham
- ☐ Quiche – vegetarian or ham & cheese
- ☐ Continental breakfast - croissants, granola, yogurt and fruit smoothies
- ☐ We would like oatmeal in addition to our entrée

LUNCH: ☐ We can't decide ☹, please provide a suitable meal for our group based on food allergies & dietary needs provided.

Start times available : Sat. 12noon only (Lunch service is 1 hour in length)

Note: Served with soup, salad, cold beverage, bottomless tea & coffee

Sat only

Entrée: (choose 1 of the following)

- ☐ Grilled Cheese
- ☐ Chicken Wraps (Caesar or Santa Fe or Greek)
- ☐ BBQ Pulled Chicken
- ☐ Beef Tacos
- ☐ Make your own Subs/Pitas/Wraps

(includes: lettuce, tomatoes, cheese, pickles, mayo, mustard etc.)

Please choose 4 of the following fillings:

- ☐ Ham ☐ Egg Salad
- ☐ Roast Beef ☐ Tuna
- ☐ Chicken Salad ☐ Hummus

Sat

- ☐ Homemade Pizza
- ☐ Homemade Macaroni & Cheese
- ☐ Chili and fresh baked bread

☐ Special Request: _____

Notes:

BRUNCH: ☐ We can't decide ☹, please provide a suitable meal for our group based on food allergies & dietary needs provided. **Start times available: Sun 9-11 (2 hours in duration)**

Note: Served with cereal, oatmeal, fruit, bottomless coffee/tea

Sun only (choose 2)

Frittata
Croissants
Pancakes
Sausage

(this is very important for our kitchen staff to know 3-weeks in advance of your arrival):

(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.)

- 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**.
-

[illegible]

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

APPENDIX G: SPECIAL ALCOHOL PERMISSION CONTRACT

If your group would like to bring alcohol on site during your stay, you must abide by the following rules and regulations:

1. Your group must obtain a special occasion's permit from the LCBO. A copy of your permit must be provided to the office at least 2 weeks before your event and the original must be posted in Rotary Hall during your event.
2. You must obtain "Party Alcohol Liability" insurance for your event in the amount of \$5,000,000 dollars liability, naming Camp Kawartha as third party insured. (www.palcanada.com) A copy of this permit must be provided to the office at least 2 weeks before your event.
3. Consumption must be restricted to the dining hall only, and your group is responsible for removing all traces (empty bottles, caps, etc.) upon your departure.
4. You must appoint an organizer, who will be responsible for insuring that these rules and regulations are adhered to.
5. All loud noise must be curtailed by 10 pm. until 7 a.m. the following morning.
6. A Camp Kawartha staff member will supervise the use of alcohol and ensure that your group is in compliance with all rules as outlined in our Facility Rental Planning Guide. The onsite staff person is authorized to contact the police if they feel that there is an inappropriate use of alcohol, excessive noise, or damage to our facilities. We reserve the right to withhold all or part of your damage deposit should this occur.
7. This contract must be signed by the Executive Director and the designated supervisor in charge of your group.

I, the designated organizer _____ (*first and last name*), agree to the following:

- ☐ I agree to obtain a special occasion's permit from the LCBO and abide by its regulations.
- ☐ I agree to obtain Party Alcohol Liability insurance.
- ☐ I agree to follow all Camp Kawartha's rules and regulations as listed on the contract, the facility guide, and this special alcohol permission contract.
- ☐ I am aware that I am responsible for all charges associated with obtaining the above permits.
- ☐ I, the designated supervisor, will be responsible for making sure the group abides by all rules and regulations.
- ☐ If the group, or a person from the group, is not adhering to the rules, I understand that a Camp Kawartha staff member will provide a warning to our group.
- ☐ If the group/person is still in contravention of these rules, I am aware that the staff member will contact the police.

I have carefully read, and I agree that our group will abide by the terms and conditions of the Camp Kawartha Special Alcohol Permission Contract.

Group Member's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Appendix x: Summary of Weekend Programming

Please complete this form and email it to registrar@campkawartha.ca at least **three weeks prior to arrival.**

Group Name

Please indicate the number of instructors required in the boxes at right. → Activity descriptions are included below.	Participants	Staff Required	FRI 1930-2130	SAT 0930-1200	SAT 1330-1600	SAT 1900-2100	SUN 0930-1200
The Survival Game	1-40	2					
	41-55	3					
	56-70	4					
Nature Hike	1-20	1					
	21-40	2					
	41-60	3					
Wetland Visit	1-20	1					
	21-40	2					
	41-60	3					
Orienteering	1-30	2					
	31-50	3					
	51-70	4					
Traditional Fire Making / Quest for Fire	1-30	2					
	31-50	3					
	51-70	4					
Campfire	1-59	1					
	60+	2					
Night Hike	1-30	2					
	31-45	3					
	46-60	4					
	61-75	5					
Animal Tracking & Adaptations	1-20	1					
	21-40	2					
	41-60	3					
Nature Arts & Crafts	1-20	1					
	21-40	2					
	41-60	3					
Traditional Games	1-20	1					
	21-40	2					
	41-60	3					
Adventure and Co-operative Programming							
Climbing Wall & High Ropes	1-20	2					
	21-40	3					
Trust Activities & Low Ropes	1-20	1					
	21-30	2					
	31-40	3					
Archery	1-15	1					

Please indicate the number of instructors required in the boxes at right. →				Participants	Staff Required		FRI 1930-2130	SAT 0930-1200	SAT 1330-1600	SAT 1900-2100	SUN 0930-1200
Activity descriptions are included below.											
Group Initiatives				1-20 21-40 41-60 61-80	1 2 3 4						
Waterfront Programming											
Canoeing & Kayaking			1-25	2							
Voyageur Canoeing			1-9	2							
			10-18	3							
Swimming			1-25 21-36 36-45	2 3 4							
Winter Programming											
Cross-Country Skiing			1-20	2							
Snowshoeing			1-25	1							