

# Camp Kawartha Outdoor Education Centre

1010 Birchview Road, Douro-Dummer, Ontario K0L 2H0  
 Phone: (705) 652-3860 Toll-free: 1-866-532-4597 Fax: (705) 652-1500  
 Web: www.campkawartha.ca E-mail: info@campkawartha.ca



## OUTDOOR EDUCATION CONTRACT

**IMPORTANT:** To secure your booking, this completed contract and a non-refundable, non-transferable deposit must be received by Camp Kawartha within four weeks of your tentative booking. Failure to return this contract with deposit 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.

Teacher(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Arrival Date: _____ Time: _____	Departure Date: _____ Time: _____
---------------------------------	-----------------------------------

**PROGRAM SELECTIONS:** (Consult our Outdoor Education brochure or call for details.)

Number of program choices: 2 1/2 day groups choose 3 programs, 5 day visits choose 6 programs, 1 1/2 day & 1 day visits choose two programs.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

**GROUP RATE CALCULATOR:**

If unsure of the # of students 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\*\***. Please refer to attached Outdoor Education Pricing Structure for rates.

** <u>CONTRACT NUMBER</u> Expected # of students	X	Cost per student (see attached rate sheet)	=	Total Group Fees
Sept-Apr: Minimum charge 25 students May-June: Minimum charge 40 students	<div style="border: 2px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>		=	
				All fees are tax exempt.*
			-	

**Number of adults, including teachers(s):**   
 Teachers/Parent Volunteers are free at a ratio of 1 adult per 6 students; there is a charge for those above the 1:6 ratio.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For office use only: Date Contract & Deposit Received:* \_\_\_\_\_

## RATES & BILLING PROCEDURES

(SEPTEMBER TO JUNE)

★ Please read all information carefully before returning your contract ★

- ❖ **Rates:** Please see our attached Outdoor Education Pricing Structure for group visit rates.
- ❖ **Deposit:** a non-refundable, non-transferable deposit is required to secure a booking. A group's booking will not be confirmed unless the booking contract **and** deposit have been received. Please call the camp if you have any questions or concerns.
  - 2 ½ Day Residential Deposits
    - \$500 for September to April bookings.
    - \$1000 for May or June bookings.
  - 5 Day Residential Deposits
    - \$1000 for September to June bookings.
  - 1 ½ Day Residential and 1-Day Booking Deposits:
    - \$200 deposit required for groups of 25-49 students.
    - \$400 deposit required for groups of 50-74 students.
    - \$600 deposit required for groups of 75 or more students.
- ❖ **Arrival & Departure Times:**
  - Monday to Wednesday Groups:**
    - arrive at or shortly after 9:30 am on Monday, and depart by 1:15 pm on Wednesday.
  - Wednesday to Friday Groups:**
    - arrive at 1:30 pm on Wednesday and depart by 2:00 pm on Friday.
    - it is imperative that your group not arrive prior to 1:20pm on Wednesday. It is disruptive to the Mon-Wed group when another group arrives during their visit. We are happy to recommend local picnic areas in the area.
    - you are responsible for eating lunch before your arrival.
  - 1 ½ Day & 1 Day Groups**
    - arrival at 9:30am with departures between 1:45-2:30pm
- ❖ **Cost for Additional Adults:** Teachers/Parent Volunteers are free at a ratio of 1 adult per 6 students. (i.e. 1 adult per cabin group). Additional adults are welcome, but will be subject to a charge. Please see the attached rates sheet for a detailed breakdown.
- ❖ **Date Changes:** 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). 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.
- ❖ **Changes in Student Numbers:** your contract number is important to us! If unsure of student numbers, please estimate low. Additional students are always welcome; we can hire more staff and order more food. However, if your student numbers **decline** from the Contract Number, it adversely affects staffing and menu preparations. Please be advised that if your student numbers decline **YOU WILL BE BILLED NO LESS THAN 10% BELOW YOUR CONTRACT NUMBER**. e.g. if you estimate 35 students on your booking contract and come with 30, you will be billed for 32 (35-3=32).
- ❖ **\*Taxes:** As a registered not-for-profit organization our Outdoor Education programs are HST exempt.
- ❖ **Invoice:** Payment is due in full within 10 business days of your visit. Please pay with one school cheque, do not pay with personal cheques from parents. NSF/returned cheques are subject to a \$25 administration fee.

### **\*\*Group Incentive Programs\*\***

**Partnership Pricing:** Realizing with smaller class sizes it can be difficult to obtain our 25 or 40 student minimums for your class trip, we are introducing Partnership Pricing, a cost savings per student if you are able to partner with another school to visit our facility. (See attached Pricing Structure for details)

**Refer A Group:** Refer a new school group to attend for a separate visit and both groups will receive a discount of \$200 off of their visit!