

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 confirm your booking, this completed contract and a non-refundable, non-transferable \$600 booking deposit must be received by Camp Kawartha. Failure to return this contract with deposits within 2 weeks of receiving your booking letter 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 _____ = _____

☐ 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 #:

Rate:

X \$90.00 = _____

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

* All pricing except equipment rental 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!!

- A \$600 non-refundable deposit is required at the time of booking
- 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 required permits and insurance are obtained and provided to the Registrar before arrival
- All groups will provide proof of \$2 million event liability insurance prior to arrival (see page 2 for insurance details)
- A change in booking dates will be allowed with a minimum of 3 months notice 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 unless initiated by Camp Kawartha for health or safety reasons in which case a full refund will be given.
- 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 hiring one of Camp Kawartha's qualified staff/lifeguard to run the activity.

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

Signature: _____ Date: _____

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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), 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 3-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 (\$100/hr charge will apply to late departures)**

Month	25-150 people
November – April	\$150/person
Sept/Oct, May/June (Peak Season)	\$165/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	\$125/person
Sept/Oct, May/June (Peak Season)	\$135/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:

Add **\$100 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) 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. Please see Appendix X for program descriptions and required staff to participant ratios.

INSURANCE REQUIREMENTS:

The rental group or renter ("Renter"), hereby agrees to take out and maintain Commercial General Liability Insurance with a limit of not less than \$2,000,000 per occurrence and in the aggregate covering Bodily Injury, Personal Injury and Property Damage. Camp Kawartha included as an Additional Insured but only with respect to liability arising from the operations of the Renter. Such coverage will be primary and non-contributing with any other insurance available to Camp Kawartha. The coverage required to be taken out and maintained by the Renter, will provide for 15 days prior notice of cancellation to the Additional Insured. The limits to be insured may be taken out and maintained by way of primary or primary and excess policies. A certificate of insurance, evidencing compliance is required.

INVOICE: Final Payment is due in full within 10 business days of receiving your invoice.

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.