



Camp Kawartha Environment Centre Class Visits Booking Contract

Camp Kawartha

Environment Centre

Located at 2505 Pioneer Road,
Peterborough (By Trent University)

Camp Kawartha Main Office:

1010 Birchview Road, Douro Dummer

Ontario, K0L 2H0

Phone: 705-652-3860 Toll-Free: 1-866-532-4597

Fax: 705-652-1500

Website: www.campkawartha.ca

Teacher: _____ **Grade(s):** _____

School: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Ext:** _____ **Fax:** _____

E-mail: _____

Date(s): _____ (Earliest arrival time is 9:30 am) (Latest Departure time is 2:30pm)
Arrival time: _____ Departure Time: _____

Program Selection: Choose **2** programs. (Consult our [Environment Centre Class Visits Webpage](#) or contact our main office for details.)

1. _____
2. _____

Group Rental Calculator: If unsure the number of student attending, **estimate low**. Increases in numbers are welcome without penalty but be advised that you will be billed 5% below your **contract number**. Please refer to other side for rates and billing procedures. As we are a non-for-profit charitable organization, our Environment bookings are **HST exempt**.



All day bookings **bring own bag lunch**. (Please do not bring any food/snacks with any traces of nuts or peanuts.)

Cost Calculation:

Expected # of students: _____ **Cost per Student** _____ **Total group fees** _____
(Min Charge of 20 students) X \$15/Student = _____

Number of Adults, including teacher(s): (there is **no charge** for adults)

Photo Release Do you give permission to Camp Kawartha to Photograph activities during your visit? These photos may be used for promotional purposes (e.g. website photo gallery and brochures) but no names will be used

- Yes, permission granted No, Photos prohibited

- I am aware that it is my responsibility to notify bus companies and parent volunteers of the Centre's location (see above)
 I have carefully read, and I agree that our group will abide by the terms and conditions of the Camp Kawartha Environment Centre.

Tell us about your class!



Additional Teacher Name(s): _____

Additional Contact Information (e-mail): _____

1. Please tell us a little about your class (energetic, relaxed, quiet, loud, etc.)

2. What do you hope your students will take from your visit?

3. Are there any **medical concerns/special needs** or **curriculum requirements** we should be aware of?

4. Where did you hear about the Camp Kawartha Environment Centre?

5. How many times have you or your class visited the Environment Centre and what most interests you about our facility?

Planning your trip:

We want to ensure that your class' visit is second to none! Please visit the FAQs and program information on our [Class Visits Webpage](#).

If you have additional questions don't hesitate to get in touch.

Email: ecschoobookings@campkawartha.ca

Camp Kawartha Environment Centre



Rates & Billing Procedures

❖ Please read all information carefully before returning your contract ❖

➤ **Deposit:**

A non-refundable deposit of \$100 or receipt of an authorised Purchase Order is required to secure a booking. **A booking is not considered secured unless the deposit and booking contract have been received.** Please provide your completed contract with the required deposit promptly as soon as your date is confirmed. Please call our main office if you have any questions or concerns.

➤ **Regular Day Rate:**

\$15 per student (minimum group charge 20 x \$15 = \$300)

As we are a not-for-profit charitable organization, our Environment Centre Bookings are HST exempt.

➤ **Changes in Participant Numbers:**

It is important that the number of students listed on your contract is accurate. **Changes in numbers can adversely affect staff scheduling.** If unsure of participant numbers, please **estimate low.** Please be advised that if your numbers decline you will be billed **no less than 5%** below your contract number. For example, if you estimate 40 students on your booking and arrive with 35 you will be billed for 38 [40-2=38]

➤ **Invoice:**

All groups will be billed for the remaining balance after your visit. **Final Payment is due in full within 10 business days of receiving your invoice.** Please pay with a single school cheque or authorised Purchase Order, do not pay with personal cheques from parents. **Non-Sufficient Funds cheques are subject to a \$35 administration fee.**

Please make Cheques payable to: Camp Kawartha, and mail them to 1010 Birchview Road, Douro-Dummer, ON., K0L-2H0

➤ **Bagged Lunch:**

Fees do not include food. Groups must bring their own bagged lunch, drinks, and snacks for the day. Please advise students to bring a **refillable water bottle** and a **litterless lunch.**

We are a **nut-safe facility.** We **prohibit** any foods that contain nuts or traces of nuts. **Please read labels carefully** and ensure that any foods that may contain nuts or traces of nuts are **NOT** brought to the centre.



➤ **Adults:**

There is no fee for accompanying Teachers or Parent Volunteers, but we do appreciate knowing how many adults will be in attendance.

- **Date Changes/Cancellations:** Changes to booking dates may be accommodated when possible. A minimum of 6 weeks' notice is needed to allow for a replacement booking to be found and staff schedule adjusted. Otherwise, the deposit will be forfeited and a new deposit and booking contract will be required to book new dates. **There will be no refund for cancellations.**

I have read, understand and acknowledge the above procedures.

Signature: _____ Date: _____ Date Received: _____