

Camp Kawartha Environment Centre Facility Rental Contract

2505 Pioneer Road, Peterborough



Rates & Billing Procedures

❖ **Please read all information carefully before returning your contract** ❖

➤ **Deposit:**

A **non-refundable, non-transferable deposit** (50% of total rental fee) is required to secure a booking. A group's booking is not considered secured unless the deposit **and** booking contract have been received.

➤ **Date Changes/Cancellations:**

A change in booking dates will be allowed provided you give **4 weeks notice prior to your reservation date**, with your deposit being applied to your new booking date. If the change occurs **in under 4 weeks** prior to your booking date, your deposit will be forfeited and a new deposit and booking contract will be required.

➤ **Invoice:**

Final payment is due in full **within 10 business days of your visit**. If paying by cheque, please pay with a single cheque payable to Camp Kawartha. Non-Sufficient Fund cheques are subject to a \$30 administration fee.

➤ **Program Options:** (Ratio of Staff to Participants -15:1)

- Staff programming includes a staff member either running one 2hr long program, or two 2hr long programs. Staff are not responsible for setup/take down or cleaning during or after your facility rental.
- Team Building including initiative tasks and team challenges
- Interactive Hike through Trent Nature Areas
- Informative Tour of the facility's Sustainable and Innovative Features
- A Wide Variety of Environmental Programs designed to be age appropriate, educational and fun (e.g. Traditional Skills, Outdoor Living, Nature-based/Acclimatization Activities)
- Available for children, youth and adults – **please see website for more information.**

➤ **Catering:**

Renters may bring their own food or arrange for catering with a third-party contractor.

Please note the Camp Kawartha Environment Centre is a **nut-safe facility** and **unlicensed**.

Renters are responsible for obtaining all necessary permits. Due to the large number of nut allergies, 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.

➤ **Cleaning:**

Renters are responsible for leaving the facilities as clean as when they arrived, this includes cleaning all materials provided by the Environment Centre (i.e. dishes, tables). The Environment Centre does not receive curbside collection of garbage or recycling. Renters are required to remove any garbage accumulated over the course of their visit. You will be provided with a cleaning checklist that must be completed and signed to verify that the space will be left clean. **If the Centre is not left clean and tidy, you will be charged a \$50 cleaning fee.**

Booking Information:

Organization: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Main Contact: _____

Phone: _____

Ext: _____

Fax: _____

E-mail: _____

Rates	Private Rental	Not-for-Profit Rental
Full Day (8 hours) 9:00 am to 5:00 pm	<input type="checkbox"/> \$240	<input type="checkbox"/> \$200
Half Day (4 hours) 8am-12pm or 1pm-5pm	<input type="checkbox"/> \$120	<input type="checkbox"/> \$100
Evening (4 hours) 5:30 pm to 9:30 pm	<input type="checkbox"/> \$120	<input type="checkbox"/> \$100

Please check which time slot(s) you are interested in reserving. Facility rentals are **NOT** subject to tax

Rental Cost \$ _____

+ Staff Cost \$ _____

=Total Cost \$ _____

Staff Cost: \$125/1.5 hour shift. Staff Calculator: \$125 x _____ #of shifts

What type of event will you be hosting? _____

How many people do you expect at your event? _____

Program Selection (optional): _____

Date(s): _____

Set-up Time: Group Arrival time: Departure Time:

Please check off the items that you would like to use at your event. **These items are available for you to use Free of Charge, but you are responsible for the set-up and take-down of your event.**

- Prep Area (Fridge, Microwave)
- Chairs (approx. 55 available)
- Tables (Five 6'x2' wooden)
- Coffee Maker – 40 Cups
- Wireless Internet Access (Please ask for password)
- Cutlery, Plates, and Bowls (For up to 40 people)
- Projector and Screen

Important: To secure your booking, this completed contract and a non-refundable, non-transferrable deposit must be received by Camp Kawartha **prior to arrival**. Failure to return this contract and deposit will result in the booking dates being released and made available to other groups. You will be billed for any required cleaning, missing items, and/or damage caused to our facilities and/or equipment during your visit. Please keep a copy of this form for your records and **confirm all changes in writing**.

I have carefully read and agree to abide by the above procedures and policies.

Signature: _____

Date: _____