



## Camp Kawartha Environment Centre Facility Rental Contract (Adults)

### 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

**Organization:** \_\_\_\_\_

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

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

**Main Contact:** \_\_\_\_\_

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

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

Date(s): \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Group Arrival time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Cost	Private Rental	Not-for-Profit Rental
<b>Full Day</b> 8:00 am to 5:00 pm	<input type="checkbox"/> \$195	<input type="checkbox"/> \$165
<b>Half Day</b> 8am-12pm or 1pm-5pm	<input type="checkbox"/> \$110	<input type="checkbox"/> \$100
<b>Evening</b> 5:30 pm to 9:30 pm	<input type="checkbox"/> \$110	<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 \$** \_\_\_\_\_

**Programming Staff:** Programming requested: \_\_\_\_\_

(See back for details) # Staff requested: \_\_\_\_\_ x \$100 / shift (up to 2.5 hours)

What type of event will you be hosting? \_\_\_\_\_

How many people do you expect at your event? \_\_\_\_\_

Please check what items you will be using at your event:

- |  |  |
|--|--|
| <input type="checkbox"/> Prep Area ( Fridge, Microwave)  | <input type="checkbox"/> Wireless Internet Access (Please ask for password)  |
| <input type="checkbox"/> Chairs (approx. 55 available)   | <input type="checkbox"/> Cutlery, Plates, and Bowls (For up to 40 people)<br>(Please consider using our dishes opposed to disposable ones) |
| <input type="checkbox"/> Tables (eight 6'x2' wooden)   | <input type="checkbox"/> Projector and Screen  |
| <input type="checkbox"/> Coffee Maker – 40 Cups<br>(We do not supply coffee/tea, cream/milk, or sugar) |  |

**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.**

**❖ The Centre will be tidy when you arrive, please ensure you leave it as you found it ❖**

**(i.e., please sweep, clean bathrooms, and put everything back as found – thank you)!**

**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 have carefully read and agree that our group will abide by the terms and conditions of the Camp Kawartha Environment Centre Facility Rental Contract.**

## 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. Please call the main office in Lakefield if you have any questions or concerns.

➤ **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.**



➤ **Weddings:**

Due to contractual obligations with Trent University, the Camp Kawartha Environment Centre is **not** able to accommodate weddings or wedding-related bookings. If you are interested in booking your wedding with Camp Kawartha please contact our main office in Lakefield for more information about renting our Birchview Road location.

We are a **nut-safe facility**. 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.

➤ **Date Changes/Cancellations:**

A change in booking dates will be allowed with a minimum of 4 weeks' notice (to allow time for a replacement booking to be found as well as staffing). Otherwise, the deposit will be forfeited and a new deposit and booking contract will be required to book new dates. **Cancellations are non-refundable.**

➤ **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. NSF (Non-Sufficient Fund cheques) are subject to a \$30 administration fee.

➤ **Cleaning:**

Renters are responsible for leaving facilities as clean as when they arrived, this includes cleaning all materials provided by the Environment Centre (i.e. mugs, spoons). 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 including any garbage/recycling accumulated during any Environment Centre programming.

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

- Team Building including initiative tasks and team challenges
- Interactive Hike through Trent Nature Areas
- Informative Tour of the facilities 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 contact main office for more information.

**Note:** Groups will be billed for any required cleaning, missing items, and/or damage caused to our facilities and/or equipment during your visit.

**Important:** to secure your booking, this completed contract and 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. 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.

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