

**Camp Kawartha, Environment Centre** – Located at 2505 Pioneer Rd, Peterborough  
**Camp Kawartha Main Office:** 1010 Birch view Rd, Douro-Dummer, ON,  
Phone: (705) 652-3860 Website: [www.campkawartha.ca](http://www.campkawartha.ca)



### **Environment Centre Facility Rental Contract**

#### **Booking Information:**

Organization:		
Address:		
City:	Province:	Postal Code:
Main Contact:		
Phone:	Ext:	Fax:
E-mail:		

What type of event will you be hosting?			
How many people do you expect at your event?			
Date(s):			
Set-up Time:		Group Arrival time:	
Rate: \$		Total: \$	

#### **Rates:**

Up to 4 hours: \$120

4 to 8 hours: \$240

Discounted rates available for recurring bookings, and not-for-profit organizations.

Camp Kawartha staff programming: \$125/1.5 hour shift

#### **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:** Please reach out to booking staff if you're interested in having our educators run any programming activities.



**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.**

- |  |   |
|--|---|
| <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)   |
| <input type="checkbox"/> Tables (Five 6'x2' wooden)    | <input type="checkbox"/> Projector and Screen                               |
| <input type="checkbox"/> Coffee Maker – 40 Cups        | <input type="checkbox"/> Black out curtains                                 |

**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-aware** and **unlicensed facility**. 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**.

**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). Renters are required to remove any garbage accumulated over the course of their visit. **If the Centre is not left clean and tidy, you will be charged a \$50 cleaning fee.**

**Supplies:** Please note that when renting the Environment Centre, you are using the space ONLY. **Please do not touch our displays or use our supplies** as we rely on these for our own programs

**Acknowledgment of Risk:** *Participation in any activity, whether indoors or outdoors, carries inherent risks. This includes activities involving customers, students, teachers, and volunteer supervisors during planned visits. Camp Kawartha is committed to providing a safe and supportive environment and exercises reasonable care to ensure the well-being of all participants during Outdoor Education visits, facility rentals and programs. Camp Kawartha adheres to the standards established by the Ontario Camps Association, complies with guidelines from the Peterborough Public Health Unit, and follows OPHEA (Ontario Physical and Health Education Association) protocols.*

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