

Camp Kawartha Inc.

1010 Birchview Road, Douro-Dummer, ON 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: info@campkawartha.ca



FACILITY RENTAL CONTRACT

IMPORTANT: To secure your booking, this completed contract and a non-refundable \$500 booking deposit and \$250 security deposit (\$750) must be received by Camp Kawartha. Failure to return this contract with deposits will result in the booking dates being released to other groups. Keep a copy of this form for your records. 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 RENTAL AGREEMENT (Please read thoroughly!!)

By signing this Contract, we understand...

- **NUT PRODUCTS ARE PROHIBITED.** Many guests attending the facility have severe, life-threatening allergies to nuts. Therefore, the Camp **prohibits 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.
- that the **\$500.00 deposit is non-refundable.**
- a **\$250 security/damage deposit is also required at the time of booking and** will be returned/refunded/or applied to any balance if the facilities are left in a satisfactory condition.
- we **must provide proof of insurance naming Camp Kawartha** as 'Additional Insured' in the amount of \$5,000,000.00.
- that all of our participants must read, sign, and submit a Camp Kawartha Waiver of Liability to the Organizers and all forms must then be submitted to Camp Kawartha. Organizers must also complete a Waiver.
- that we must **leave the facilities and equipment tidy, clean, and in the same condition as found.**
- **no one in our group can bring Alcohol on site** (unless proof of special occasion permit and \$5 million liability insurance is provided to the Camp).
- a change in booking dates will be allowed with a minimum of 3-months-notice (to allow time for a replacement booking to be found) 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.
- the Contract participant number is important to us! If unsure of participant numbers, please estimate low. Additional participants are always welcome; we can hire more staff for the day. However, **if your numbers decline** from the Contract Number, it adversely affects staff scheduling. Please be advised that if your numbers decline **YOU WILL BE BILLED no less than 10% below your contracted number.** For example, if you estimate 35 participants on your booking contract and come with 30, you will be billed for 32 (35-3=32).
- there is **NO refund for cancellations.**
- we **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.

Your Initials

- that the watercraft (canoes), climbing wall, archery, ropes course, and waterfront are not to be used without Camp Kawartha's qualified staff/lifeguard(s) present for safety reasons.
- **final payment is due in full within 10 business days of your visit.** Final payment should be one cheque from your organization/group, please do not send multiple personal cheques. NSF/returned cheques are subject to a \$35 administration fee.
- if we would like to promote this event (e.g. a conference) in the calendar of events on the Camp website (www.campkawartha.ca/events/), you must contact us the Camp at admin@campkawartha.ca. The Camp can link to your website for more information about your event and/or post a copy of your registration form/flyer in PDF format.

Group Rate Calculator

If unsure of the # of people attending, estimate low. Increases in numbers are always welcome without penalty. Be advised that **your group will be invoiced no less than 10% below your contract number.**

<input type="radio"/> Regular Package (Accommodations, Meals) (Multiply the # of people by the rate quoted)	#	x	\$	=	\$
<input type="radio"/> Option: Friday Night Dinner (\$20.00 per person extra)	#	x	\$	=	\$
<input type="radio"/> CK Programming (use the Program Calculator below)				=	\$
			Total	=	

CAMP KAWARTHA PROGRAMMING

(Programming is subject to the availability of trained staff.)

Programming Staff Calculator

Waterfront (swimming, watercraft – canoes only) <input type="radio"/> Saturday – 9:30 am – 12:00 noon <input type="radio"/> Saturday – 1:30 pm – 4:00 pm <input type="radio"/> Sunday – 9:30 am – 12:00 noon (2 Lifeguards required up to 30 people/31 or over requires 3 Lifeguards - maximum of 50 for any shift)	\$115.00	x	# of shifts _____	=	
Challenge Courses (climbing wall, high ropes) <input type="radio"/> Saturday – 9:30 am – 12:00 noon <input type="radio"/> Saturday – 1:30 pm – 4:00 pm <input type="radio"/> Sunday – 9:30 am – 12:00 noon (2 Instructors required up to 25 people/26 -30 requires 3 Instructors - maximum of 30 for any shift)	\$115.00	x	# of shifts _____	=	
Archery <input type="radio"/> Saturday – 9:30 am – 12:00 noon <input type="radio"/> Saturday – 1:30 pm – 4:00 pm <input type="radio"/> Sunday – 9:30 am – 12:00 noon (1 Instructor required for up to 20 people - maximum of 20 people for any shift)	\$115.00	x	# of shifts _____	=	
Team Building Tasks/Games <input type="radio"/> Saturday – 9:30 am – 12:00 noon <input type="radio"/> Saturday – 1:30 pm – 4:00 pm <input type="radio"/> Sunday – 9:30 am – 12:00 noon (1 Instructor required for 10 people/ 11-20 requires 2 instructors /21-30 requires 3 instructors - maximum of 30 people for any shift)	\$115.00	x	# of shifts _____	=	

Your Initials



Nature Hike (Daylight) <input type="radio"/> Saturday – 9:30 am – 12:00 noon <input type="radio"/> Saturday – 1:30 pm – 4:00 pm <input type="radio"/> Sunday – 9:30 am – 12:00 noon (1 Instructor required for 25 people/26+ requires 2 instructors – maximum of 50 people) Nature Hike (Nighttime) <input type="radio"/> Saturday – 7:30 pm to 9:00 pm (1 Instructor required for 15 people/16-30 requires 2 instructors /31-50 requires 3 instructors - maximum of 50 people)	\$115.00	X	# of shifts _____	=	
			TOTAL (INSERT THIS IN THE CALCULATOR ABOVE)	=	

NOTE – WATERFRONT ACTIVITIES (SWIMMING & CANOEING) ARE ONLY AVAILABLE FROM THE SECOND WEEK IN SEPTEMBER TO OCTOBER 15TH, AND MAY 15TH TO THE SECOND WEEK IN JUNE.

PROGRAMMING STAFF

- We require at least 3-weeks-notice for programming requests/changes. Since staff are hired specifically for your group, 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 the Friday of arrival.

▪ **IMPORTANT**

For guests to use our climbing wall, ropes course, archery range, watercraft (canoes only), or use the waterfront for swimming, it is **imperative** that our qualified staff/lifeguards be on duty for safety reasons. The waterfront, watercraft, and Challenge Courses may **not** be used without our qualified staff present.

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 of your onsite group supervisor: _____

Phone: _____ E-mail: _____

By initialing each page of this Contract, you agree to and understand the information provided.

We/I have carefully read this contract and we/I agree that our group will abide by the terms and conditions set out by Camp Kawartha.

Name(s): _____

(Please Print)

Signature: _____ Date: _____

Signature: _____ Date: _____

Your Initials

