



# **CAMP KAWARTHA**

## ***Facility Rental Planning Guide for Groups***

***Please review carefully!***

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### **NUT PRODUCTS PROHIBITED**

Many guests attending our facility have a severe or life-threatening allergy to nuts. Therefore, **IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR MAY CONTAIN TRACES OF NUTS.** We strongly request that you **read all food labels carefully** to ensure that no nut products or products containing traces of nuts are present in the product and brought into the Camp.

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# WELCOME TO CAMP KAWARTHA!

We want you to have a memorable and enjoyable time. The following information will assist you in planning a successful and safe visit. Please review this information thoroughly.

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## CHECK-IN

**Your group leader(s) will check in no earlier than 5:00 p.m. on Friday** and will participate in a sit-down orientation session about your weekend visit with our designated overnight staff member. At this session, staff will go through a checklist of rules and protocols to follow for all participants. This will take approximately 20 minutes.

A special alternative orientation can be arranged in advance if the arrival time on Friday is an issue. If you require a walkthrough/tour of our facility, this must be done prior to your orientation session, and arrangements must be made through our Facility Registrar. This can be organized for earlier on your arrival day or on a separate day.

**Your participants may begin arriving after 5:00 p.m.** If you require an earlier setup time, please call the Facility Registrar to see if arrangements can be made. We usually have school groups on site until 2:00 p.m., and our staff require enough time to ensure the facilities are fully ready for your arrival.

## CHECK-OUT

**Weekend groups must depart by 2:00 pm on Sunday. Please have guests remove personal belongings and tidy up cabins by 11:00 a.m. to allow access for our Housekeeping Staff. Late fees will be applied if cabins are still occupied or if guests are still on site after 2:00 p.m.**

## INSURANCE

Any group renting our facilities must carry their own Special Event Liability Commercial Insurance and name Camp Kawartha as 'Additional Insured'. A minimum of \$5,000,000.00 is required. We must receive a copy of your insurance one month before your arrival and will store this in your file.

## CAMP CONTACTS

The main office is open 9:00 a.m. to 4:00 p.m., Monday to Friday, for our Facility Registrar to discuss your booking. Starting at 5:00 p.m. on the weekend of your booking, our weekend overnight staff, our 'Host', can be contacted by cellphone -- **705-930-4707**. If they need to use another contact number, they will let you know during orientation. The Host will stay on site and be available to assist you for the duration of your stay.

## GROUP SUPERVISOR

We ask that you assign an onsite group supervisor who will be responsible for the conduct of your group during their stay and will ensure that all guests understand and follow all Camp policies and guidelines as outlined in this booklet. This person will also act as the Camp's contact throughout the weekend. Any questions or concerns of the overnight Host shall be directed to your group supervisor. Adult supervisors should also be designated for any "free time" periods.

## BE RESPECTFUL OF OUR NEIGHBOURS & PLEASE KEEP NOISE DOWN!

The main camp is bordered on two sides by private residences. It is vital that we show them the utmost consideration by respecting both their privacy and their need for peace and quiet. Our Host will monitor noise levels and if noise is deemed excessive, you will be provided with one (1) verbal warning. If excessive noise levels persist, the police will be contacted. **All loud activities/music must be curtailed and kept indoors between 10:00 p.m. and 7:00 a.m.**

## ENVIRONMENTAL POLICY

Camp Kawartha strives to promote an ethic that fosters respect and concern for all living things. The random picking of flowers or intentional damage of flora and fauna is prohibited. In certain circumstances, arrangements can be made for groups interested in special educational projects. The project must be discussed with the Executive Director prior to your group's arrival on site. Also, participants should note that while we try to control poison ivy, this plant can be found in certain locations on our property.

## **GIFT STORE**

If your group is interested in purchasing souvenir items from our Gift Store during your stay, please let us know in advance, and we can schedule a staff member to open the Store at a pre-arranged time over the weekend. A list of items can be found on our website at <http://www.campkawartha.ca/giftshop/>

## **PLEASE CONSERVE ENERGY!**

Please help us to conserve energy! We ask for your help and support by ensuring that doors are closed tightly, lights are turned off, and heat is turned down to low when cabins are temporarily vacant during the daytime, and upon departure.

## **HELP US KEEP COSTS DOWN**

We ask each group to do their part by leaving our facilities tidy and clean, and in the same condition as found. In this way you can help us keep cleaning and maintenance costs down, and ultimately help keep our rates reasonable.

## **DAMAGES / MISSING ITEMS**

Your group will be charged for any damage caused to our facilities during your stay – this includes any buildings (dining hall, kitchen, cabins, washrooms, classrooms, etc.), as well as the natural environment. Your group will also be charged for any missing or damaged items, missing or damaged equipment, or excessive cleaning costs resulting from your use of our facilities.

## **NO SMOKING IN BUILDINGS**

Smoking is **NOT** permitted in any building. We request that you **restrict all smoking to the parking lot only and well away from any building entrances or windows**. Please use the receptacles provided for butts.

## **ALCOHOL (SEE APPENDIX G)**

We are **not** a licensed facility. Alcohol is **NOT** permitted at Camp Kawartha unless you have completed the requirements of the **Special Alcohol Permission Contract (Appendix G)**.

## **NO PETS**

Pets are **NOT** permitted on site to prevent damage inside buildings and on the grounds, and to avoid adverse reactions in guests with allergies. Service animals are allowed, but they must be certified.

# **HEALTH & SAFETY**

## **HEALTH FORMS (SEE APPENDIX D)**

We encourage group leaders to keep a completed Health Form for everyone during your stay in case of emergency. The form should include any health concerns and allergies, their Health Card number, an emergency contact name and phone number, and an alternative contact person.

## **FIRST AID KIT / EMERGENCY VEHICLE**

A first aid kit must be supplied by your group. A kit should be carried with every group that leaves the main Camp site to utilize our woodland area (aka *The Range*) (e.g., groups that go to walk or ski on the trails). We suggest that your group supervisor have a cell phone for emergencies, and that at least one vehicle be available as an emergency vehicle.

## **EMERGENCY PROCEDURES**

On arrival night please discuss with your group your emergency procedures. The nearest hospital, the Peterborough Regional Health Centre, is approximately 45 minutes away. An ambulance can be on site in 15 to 25 minutes. The onsite weekend staff member is available to aid with emergencies and has been trained in First Aid and CPR.

**\* IMPORTANT\* We have a defibrillator located in our Dining Hall. Make sure everyone knows where it is – it can save a life.**

## FACILITIES

### **CABINS (SEE APPENDIX C)**

Each cabin is equipped with 3-5 sets of bunk beds and 1-2 individual beds with vinyl covered mattresses, as well as smoke detectors and fire extinguishers. Use the cabin worksheet provided (Appendix C) to prepare a cabin list and post it on the Dining Hall bulletin board. During fall and spring seasons, additional cabins are available by special request. For children/youth groups, we recommend that you have an adult supervisor in each cabin.

- **Guests are responsible for bringing their own pillow/bedding or sleeping bags.**
- **Foods, snacks and/or drinks are strictly prohibited in all cabins (except the Staff House), as these pose a health risk to guests with allergies, and food crumbs will attract insects and animal occupants! Water bottles are welcome.**
- Guests are welcome to keep snacks in our Trip Kitchen fridge but, you must request this in advance.

### **WASHROOM FACILITIES**

The Camp has indoor washroom and shower facilities, with hot and cold running water and flush toilets.

There are washrooms within the Dining Hall, as well as a larger, wheelchair accessible, washroom building, housing 5 toilets and 4 showers on each side (one side of building for females, the other side for males).

**Ensure taps are turned off completely and toilets are not left running or this will deplete water levels.**

### **DINING HALL / LOUNGE AREA / MEETING ROOMS**

The following buildings are available to your group:

- Dining Hall – maximum capacity 120 people; wheelchair accessible
- Rotary Hall – maximum capacity 100 people; wheelchair accessible
- and two large meeting rooms/classrooms (not wheelchair accessible).

We also have breakout space for limited numbers in the Jack Frost Centre, the Trading Post, and the Arts and Crafts Room. These can be booked by special request ahead of time.

- ✓ **Keep all food and drinks away from carpeted areas, and no food is allowed in the classrooms.**
- ✓ **Please remove outdoor shoes/boots in lower Rotary Hall by the entrance and encourage guests to use indoor shoes or slippers in Rotary Hall and the Dining Hall.**
- ✓ **Please remove wet/dirty shoes/boots before entering carpeted areas of the classrooms.**

### **EQUIPMENT**

We have a projector with laptop and speaker (\$25 + hst), black-out curtains, white boards and stands, and a flipchart easel (no charge). Your group is responsible for bringing your own extension cords, flipchart paper and dry erase markers. WiFi is available on site, so be sure to ask for the password!

### **WATERFRONT**

The watercraft (canoes etc.) and waterfront (swimming etc.), in any season, are off limits unless you have booked a programming period using our qualified staff.

In the winter, the lake ice is very unpredictable, and we do not check its thickness. Stay off the lake ice.

### **ROPES COURSES / CLIMBING WALL / ARCHERY**

Camp Kawartha staff can be hired to supervise the ropes course, climbing wall, and archery areas. Otherwise, these areas are **NOT** to be used due to safety and liability reasons.

### **ELECTRIC VEHICLE CHARGING (EV CHARGE)**

If any guests want an EV charge, they should bring their own cable. There is a \$10.00 fee for each charge.

## SEPTIC SYSTEM

The Camp is on a septic system. Please help us by asking your guests to observe the following:

- **Put all brown paper towels, wrappers, tampons, pads, etc. in the garbage – do not flush them down toilets.**
- **Scrape leftover food from dishes into the compost pail, or if food is not biodegradable, scrape into the garbage.**

## KITCHEN & FOOD PREPARATION

### DRINKING WATER

Our tap water is treated by ultraviolet light and chlorine, is sampled bi-weekly, and submitted for clinical analysis. It is safe to drink. We also provide bottled Rocky Ridge Spring Water for your convenience.

### MEALS

#### Food Philosophy

At Camp Kawartha, we are committed to serving wholesome and delicious meals. Our Kitchen Team creates menus that are specifically geared to using locally grown and seasonally produced food. We pledge to:

- work with local food growers and where possible, local suppliers
- use produce from our organic garden and solar green house, when available
- reduce the use of “processed foods”
- create innovative menus that inspire health and a connection to our local environment
- order, prepare, and serve food that is consistent with our mission “to create positive stewards of our human and natural communities”
- provide alternatives to those visitors with special dietary needs
- offer nutritious snacks between meals

**See our menu selection in Appendix F(a).**

We always ensure there are vegetarian and vegan options for every meal. Our kitchen staff consider any food allergies and/or religious or special dietary restrictions and these guests are given individual attention and alternative menus. For those with special dietary requirements (e.g., celiac), they are welcome to bring their own supplies after informing the Kitchen Manager, **however, it is imperative that they adhere to our NUT-SAFE policy. We are a nut-safe facility and take this seriously, and we prohibit any food or snacks being brought on site with nuts or traces of nuts.**

#### FRIDAY DINNER OPTION

If you want us to provide a dinner on the Friday evening of your arrival, you must let us know one month prior to your arrival date. There is an extra per person cost for the Friday dinner. Arrivals before 7:00 p.m. can expect a hot meal if so chosen. Arrivals after 7:00 will receive a sandwich tray(s).

If your group has special requests for any meals, this should be discussed and arranged with our Kitchen Manager at least one month prior to your visit, at which time you will be notified if your requests will incur additional food costs.

***Please note:*** It is imperative that we **confirm your number of participants attending as well as any food allergies or dietary concerns at least three weeks prior to your arrival**, or we cannot guarantee we will have the necessary food supplies for those with special dietary needs. This information is very important for the kitchen staff for ordering ingredients and preparing meals for your group. **See Appendix F(b)**

## GROUPS SUPPLYING / PREPARING OWN MEALS

If you have rented the kitchen to prepare meals, your cook or caterer must arrange an in-service visit to our kitchen to become familiar with the proper use of our equipment and protocols for cleanup.

- You must provide ALL your own food supplies including coffee, tea, condiments, seasonings, spices, etc. (no Camp food or condiments should be used – you will be invoiced for any Camp food supplies/condiments used)
- Please note there is an additional fee charged for groups using the kitchen.

**\*\* Please note that because we are a nut-safe facility, IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS. We strongly request that you read all food labels carefully to ensure that no nut products or products containing traces of nuts are brought into the Camp.**

## EQUIPMENT

If your group is providing/cooking your own meals, the following equipment is available for your use: a coffee maker (please bring your own coffee, cream, and sugar); a commercial oven, fridge, freezer; a commercial size dishwasher; utensils for cooking and eating; dishes for cooking and eating; cleaning equipment and supplies.

- Due to space, we cannot make our walk-in fridge and freezer available in the main kitchen. Instead, there is an industrial fridge and a chest freezer available for use in an adjacent building. Arrangements must be made prior to your arrival to make use of these facilities.
- Observe proper hygiene in the kitchen. NO sitting on any counters, do not use kitchen for any other purpose than cooking, and always wear close-toed shoes.
- NEVER SMOKE IN THE KITCHEN!!! Not only is it illegal but it will also set off our sprinkler system.

## APPENDIX A: DIRECTIONS

Camp Kawartha - 1010 Birchview Road, Douro-Dummer / Phone: (705) 652-3860 or Toll-free: 1-866-532-4597

### From Peterborough:

- travel north on Water Street
- continue onto Lakefield Road/County Road 29
- at lights in center of Lakefield, turn left onto Queen Street/County Rd 29
- continue on County Road 29 through Lakefield
- at the lights just outside Lakefield, turn left onto highway 28 North
- continue for approximately 2.5 km to Birchview Road (if you get to Young's Point you went too far)
- turn right onto Birchview Road

The Camp is 7 km in and appears on your left, indicated by a sign for Camp Kawartha.

### From Toronto:

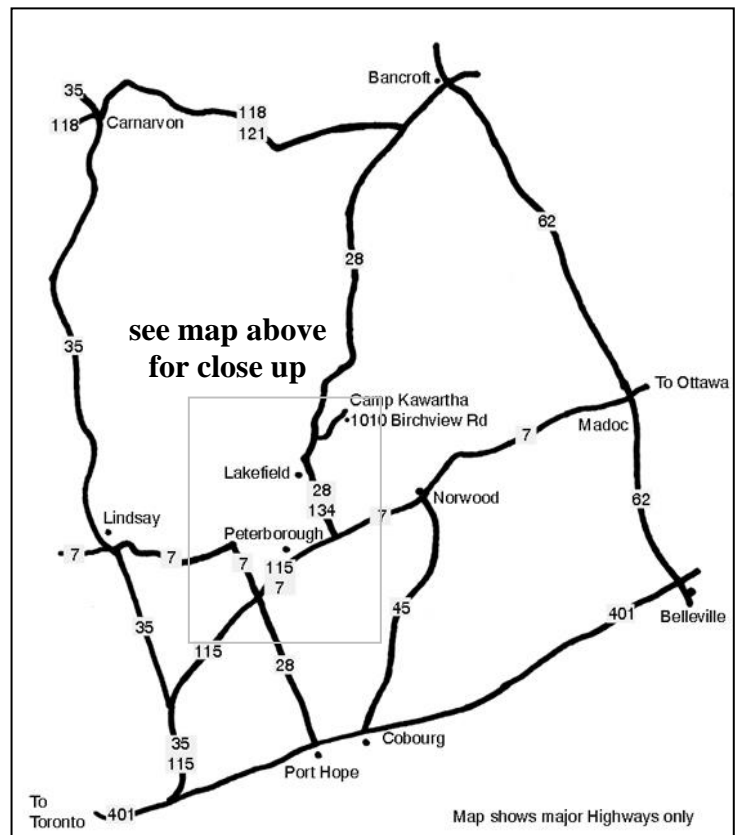
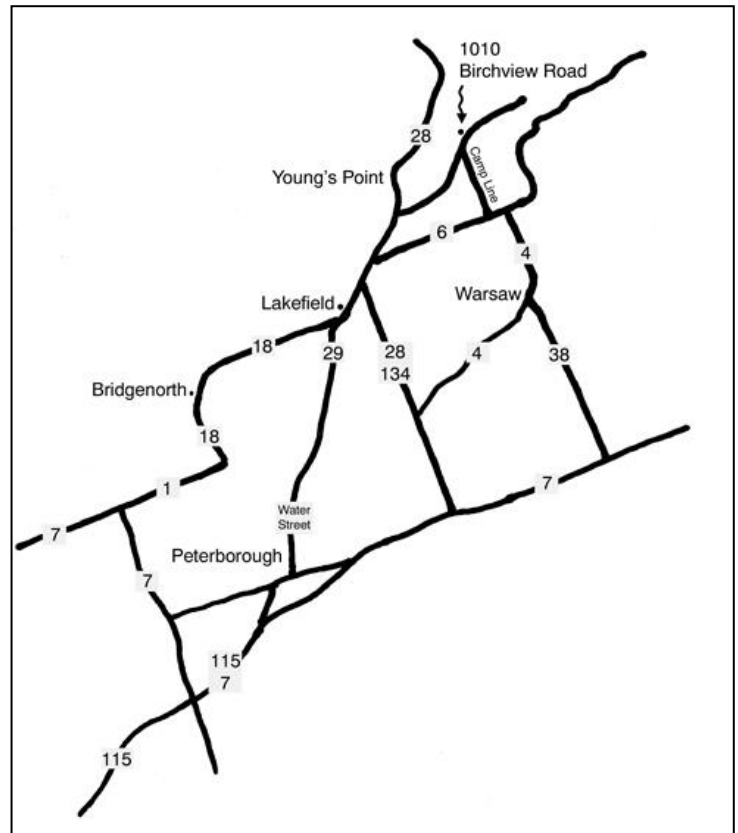
- travel East on Hwy 401 to Hwy 115
- take Hwy 115 north to Peterborough (Exit #436)
- continue on Hwy 115 and merge onto Hwy 7 East (signs say Hwy 7 East to Ottawa)
- turn left onto Hwy 28 North (intersection with lights)
- continue north for approximately 19 km, past lights at intersection with County Road 29 & Road 6
- turn right onto Birchview Road

The Camp is 7 km in and appears on the left, indicated by a sign for Camp Kawartha

### From Ottawa:

- travel West on Hwy 7 to Hwy 28 North - approx 7 km east of Peterborough
- turn right onto Highway 28 North (intersection with lights)
- continue north for approximately 19 km, past lights at intersection with County Road 29 & Road 6
- turn right onto Birchview Road

The Camp is 7 km in and appears on the left, indicated by a sign for Camp Kawartha.





## APPENDIX B: PACKING LIST

The following list is a guideline of items to bring for a 2.5-day visit to the Camp so that everyone is prepared to fully participate in activities and will be comfortable during their stay. It is important that your guests pack warm clothes at all times of the year. **Rain gear is essential for Spring and Fall. Several layers of clothing are best for cold weather.**

### ***Essential Items:***

- BEDDING: sleeping bag or sheets & blankets** (twin bed size)
- pillow
- flashlight** and extra batteries
- pajamas
- underwear, socks
- 2 T-shirts
- 2 long sleeved shirts
- 2 sweaters (wool or wool blend)
- 2 pairs of long pants
- warm jacket
- outdoor shoes
- indoor shoes/slippers for Dining Hall & cabins
- rain jacket (must have for Spring & Fall)
- rubber boots (must have for Spring & Fall)
- sun hat & sunscreen (SPF 20 or higher)
- insect repellent (no aerosol please)
- water bottle, a strap or hip belt is useful

### ***Personal Hygiene Items***

- towel, face cloth and soap
- hairbrush and comb
- toothbrush and toothpaste
- deodorant, chapstick
- shampoo and conditioner

### ***Cold-Weather Gear*** ❄️

- water-resistant winter coat
- water-resistant snow pants
- insulated snowboots
- winter hat/wool toque
- scarf or knit mask to cover face & mouth
- several pairs of mitts (wool is best)
- several layers of clothing
- long underwear

### ***Writing Materials***

- journal/notebook or writing pad
- pencils and pens

### ***Optional Items***

- daypack (knapsack)
- alarm clock
- books
- small travel games
- rainpants and wind breaker
- cross country ski equipment (winter)
- whistle
- camera

***Suggestions:*** From experience, gym/duffle bags, suitcases and backpacks are more easily recognized and withstand the rigors of transportation much better than garbage bags.

**All personal articles should be labeled with your name to aid identification.**

Guests should **check cabins and washrooms before departure** for any items left behind.



**NO food or snacks are allowed in the cabins because they pose a health risk to guests (and students through the week) with allergies. It may also attract insects and animal visitors! Water bottles are welcome.**

**\*\* IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS ON SITE THAT CONTAIN NUTS OR TRACES OF NUTS.**

## APPENDIX C: CABIN GROUPS

- Use only the # of cabins necessary to accommodate your group size. Please inform our staff of any cabin changes.
- Please ensure cabins are as full as possible, to prevent unnecessary use of heat, electricity, and cleaning costs.
- For children/youth groups, we strongly recommend assigning an adult supervisor in the cabin.
- No smoking, food, or snacks in cabins.

Visit our website for photos, information, any notices about cabins that are closed for renovations  
[www.campkawartha.ca/cabins/](http://www.campkawartha.ca/cabins/)

### Group A: Cabin Cluster (to the left of the Dining Hall)

<b>Aspen (7)</b> 3 sets of bunks, 1 single bed	<b>Maple (7)</b> 3 sets of bunks, 1 single bed	<b>Balsam (7)</b> 3 sets of bunks, 1 single bed	<b>Spruce (7)</b> 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

<b>Alder (7)</b> 3 sets of bunks, 1 single bed	<b>Elm (7)</b> 3 sets of bunks, 1 single bed	<b>Pine (7)</b> 3 sets of bunks, 1 single bed	<b>Poplar (7)</b> 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

**Not Available**

### Large Cabins (near Basketball Court and Staff House)

<b>Hickory-Hawthorne (BEL) (14 beds)</b> 1 building - 2 rooms / 3 bunks and 1 single bed each	<b>Hemlock (Gainey) (13 beds)</b> 3 areas, total of 10 sets of bunk beds
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

## Group B: East Cabin Cluster (to right of Dining Hall)

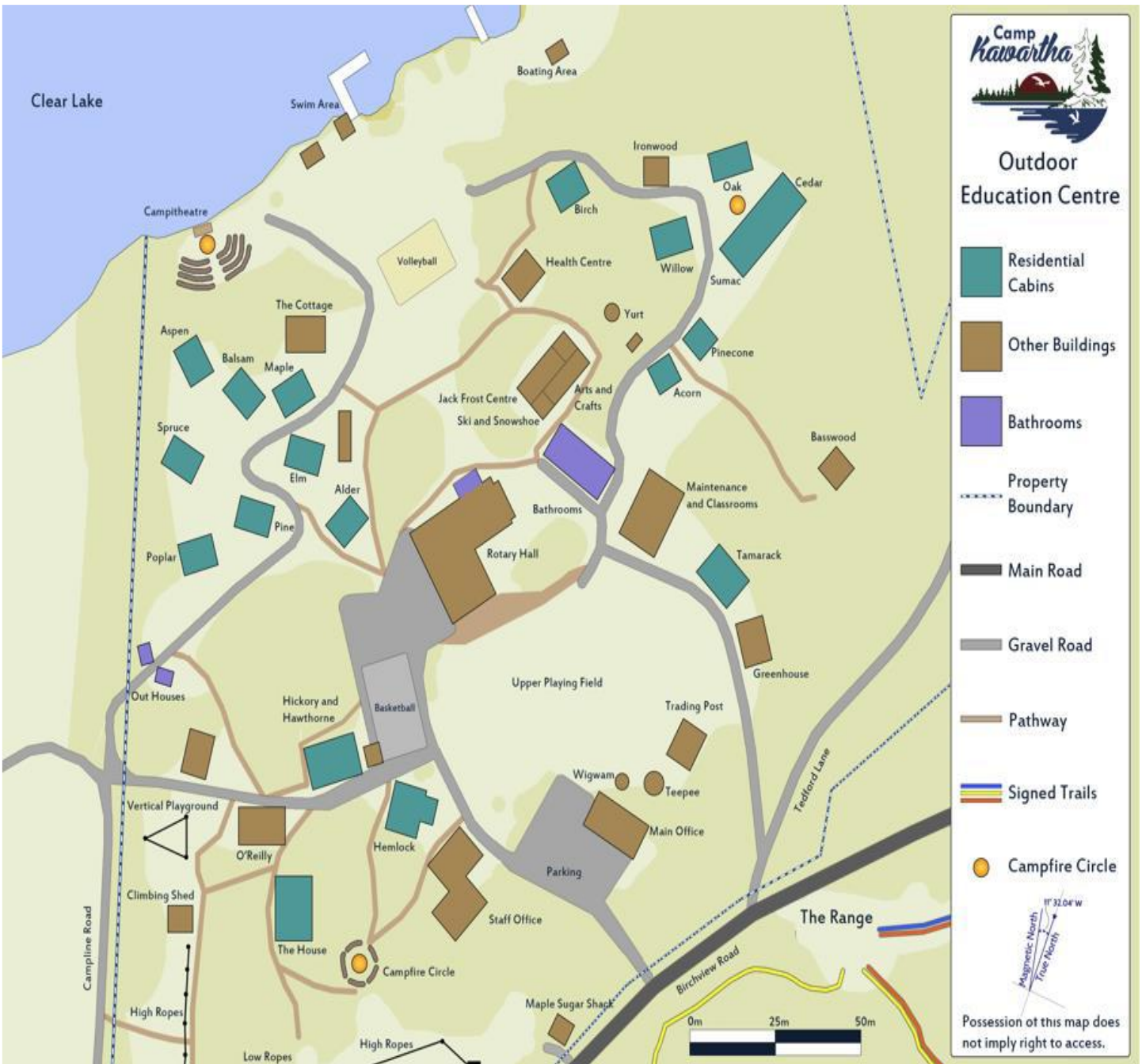
<b>Willow (12 beds)</b> 5 sets of bunks in main area 2 single beds in semi-private area	<b>Oak (12 beds) ♿</b> 5 sets of bunks in main area 2 single beds in semi-private area	<b>Sumac (IODE) (9) ♿</b> 4 sets of bunks, 1 single bed	<b>Cedar (9) ♿</b> 4 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.		
11.	11.		
12.	12.		

<b>Birch (Spurway) (10 beds)</b> 4 sets of bunks, 2 single beds	<b>Acorn (Bunkie) (4)</b> 2 sets of bunks	<b>Pinecone (4) ♿</b> 2 sets of bunks
1.	6.	1.
2.	7.	2.
3.	8.	3.
4.	9.	4.
5.	10.	

## Staff House (for adults only)

<b>(6 beds)</b>	
West side: 3 beds (1 single, 1 bunk – lower bunk is double, upper bunk is single) East side: 3 beds (1 single in front room, 2 singles in back room. Must pass through front room to reach back room) Loft is off-limits. There is a kitchen with full size oven and fridge and a living area with sofa and woodstove. There is also a bathroom with a shower.	
1.	4.
2.	5.
3.	6.

<b>Conserve Energy! 🌍</b> <ul style="list-style-type: none"> <li>• Turn off lights when not in use</li> <li>• Turn down heat during the day</li> </ul>	<b>Checklist before departure:</b> <ul style="list-style-type: none"> <li>• Please remove all personal belongings from cabins as early as possible (by 11:00 a.m.)</li> <li>• Turn off lights, heat, close windows, and door(s)</li> </ul>
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**APPENDIX D: LIST OF HEALTH CONCERNS**

<b>Name</b>	<b>Allergy/Health Concerns</b>	<b>Type of Reaction/ Date of last reaction</b>	<b>Medication/ Treatment</b>

## APPENDIX E: SUMMARY OF GROUP REQUIREMENTS

We require a copy of this page emailed to us at registrar@campkawartha.ca **1 MONTH prior to arrival** or we cannot guarantee requests for equipment/specific buildings.

Name of Group: \_\_\_\_\_

Dates: \_\_\_\_\_ Please confirm # of people coming: \_\_\_\_\_

**Cabins:** - please ✓ check cabins you wish to use. Ensure that cabins are as full as possible.

- Help keep our costs (and rates) down - use only the number of cabins necessary to accommodate your group size.
- Visit [www.campkawartha.ca/cabins/](http://www.campkawartha.ca/cabins/) for cabin photos, info, and any notices of cabin closures for maintenance.

<p><b>Group A</b> (cabin cluster to left of Dining Hall and down the hill)</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Aspen (7 beds)</td> <td><input type="checkbox"/> Alder (7 beds)</td> </tr> <tr> <td><input type="checkbox"/> Maple (7 beds)</td> <td><input type="checkbox"/> Elm (7 beds)</td> </tr> <tr> <td><input type="checkbox"/> Balsam (7 beds)</td> <td><input type="checkbox"/> Pine (7 beds)</td> </tr> <tr> <td><input type="checkbox"/> Spruce (7 beds)</td> <td><input type="checkbox"/> Poplar (7 beds)</td> </tr> </table> <hr/> <p><b>Large Cabins</b> (around perimeter of playing field)</p> <p><input type="checkbox"/> Hickory-Hawthorne (BEL) Cabin (14 beds, 2 rooms)</p> <p><input type="checkbox"/> Hemlock (Gainey) Cabin (13 beds, 2 areas)</p>	<input type="checkbox"/> Aspen (7 beds)	<input type="checkbox"/> Alder (7 beds)	<input type="checkbox"/> Maple (7 beds)	<input type="checkbox"/> Elm (7 beds)	<input type="checkbox"/> Balsam (7 beds)	<input type="checkbox"/> Pine (7 beds)	<input type="checkbox"/> Spruce (7 beds)	<input type="checkbox"/> Poplar (7 beds)	<p><b>Group B</b> (cabin cluster to right of Dining Hall)</p> <p><input type="checkbox"/> Willow (12 beds)</p> <p><input type="checkbox"/> Oak (12 beds) (wheelchair ramp) ♿</p> <p><input type="checkbox"/> Cedar (9 beds) (wheelchair ramp) ♿</p> <p><input type="checkbox"/> Sumac (9 beds) (wheelchair ramp) ♿</p> <p><input type="checkbox"/> Birch (10 beds)</p> <p><input type="checkbox"/> Acorn (4 beds – 2 sets of bunks)</p> <p><input type="checkbox"/> Pinecone (4 beds – 2 sets of bunks) ♿</p> <hr/> <p><input type="checkbox"/> <b>Staff House (check with office first)</b> (has bathroom, living area &amp; kitchenette)</p>
<input type="checkbox"/> Aspen (7 beds)	<input type="checkbox"/> Alder (7 beds)								
<input type="checkbox"/> Maple (7 beds)	<input type="checkbox"/> Elm (7 beds)								
<input type="checkbox"/> Balsam (7 beds)	<input type="checkbox"/> Pine (7 beds)								
<input type="checkbox"/> Spruce (7 beds)	<input type="checkbox"/> Poplar (7 beds)								

**Meeting Rooms/Equipment:** – please ✓ check those you wish to use:

**Rotary Hall** (adjacent to dining hall - 39' wide x 34.5' long x 10'-13.5' vaulted ceiling / wheelchair accessible ♿)

<input type="checkbox"/> for use as lounge area	<input type="checkbox"/> Black-out curtains for windows
<input type="checkbox"/> for use as meeting hall	<input type="checkbox"/> White Board - groups must bring their own dry erase markers
<input type="checkbox"/> group will use benches from Dining hall for seating	<input type="checkbox"/> Flipchart Easel - groups must bring their own paper & markers
<input type="checkbox"/> group will rent ___ chairs (we have 80 white plastic chairs available to rent at a cost of \$1 each plus HST)	<input type="checkbox"/> Projector Screen
<input type="checkbox"/> WIFI (ask staff for password)	<input type="checkbox"/> Projector (rental fee of \$25 plus HST)

**Classrooms** (not wheelchair accessible):

<input type="checkbox"/> Large Classroom (34' x 29' x 8' ceiling)	<input type="checkbox"/> White Board - groups must bring their own dry erase markers
<input type="checkbox"/> Small Classroom (24' x 29' x 8' ceiling)	<input type="checkbox"/> Flipchart Easel - groups must bring their own paper & markers
<input type="checkbox"/> Tables (10 folding tables 72" x 32")	
<input type="checkbox"/> Chairs (see above)	

**Other** - please ✓ check those you wish to use:

- Campfire Amphitheatre (by waterfront)
- Trail Guides/Maps
- Cross Country Skis (approximately 15 sets for use during recreational periods)
- Snowshoes (approximately 15 sets for use during recreational periods)

Instructional cross-country skiing & snowshoeing are only available when hiring our instructors (see programming rate).

## APPENDIX F(A): MENU

Name of Group: \_\_\_\_\_ Dates: \_\_\_\_\_

***\*The coffee and tea station in the Dining Hall is always available***  
***\*\*Vegetarian, Vegan and Gluten-free options can be readily available***

**BREAKFAST:** (check **one** for each breakfast)

Day One	Day Two	
		Scrambled eggs with bacon and hashbrowns & DIY Toast
		Breakfast wraps or sandwiches with hashbrowns
		Pancakes with sausages

**Note:** *Fruit juice, cold cereal with milk/dairy alternatives and fresh fruit will be available*

**SNACKS:** (check **one** for each period of each day)

Day One	Day Two	
		Daytime Snack
		Cookies (Oatmeal Raisin, Chocolate Chip, others)
		Muffins
		Evening Snack
		Cheese and Crackers
		Salsa and Chips
		Pretzels and Hummus

**LUNCH:** (check **one** for each day)

Day One	Day Two	
		Soup and Grilled Natural Cheese Sandwiches
		Assorted Wraps &/or Sandwich Trays
		Classic Chili and Garlic Bread
		Chicken Burgers

**Note:** *Salad or a salad bar will be available at lunch*

**Dinner:** (check **one** for each day)

Day One	Day Two	
		Spaghetti with Meat Sauce OR Lasagna; either with Garlic Bread (circle <b>one</b> )
		Chicken with potatoes and seasonal vegetables
		Beef burgers with classic toppings and root vegetable fries
		Chicken stir-fry with whole grain rice medley

**Note:** *Salad or a salad bar will be available at dinner*

Meals are either *Buffet Style* (self serve) or *Family Style* (designated 'Hopper' from each table takes a tray of food to each table).

Choose one:  Buffet Style       Family Style

The following information is helpful when preparing an appropriate quantity of food.

# of children under 12 \_\_\_\_\_ # of teens (13-17 yrs) \_\_\_\_\_ # of adults \_\_\_\_\_

## **Appendix F(b) - Food Allergies & Medical/Religious/Dietary Needs**

In the chart below, list any participant with food allergies and/or special dietary needs.

*Allergy examples- nuts/peanut allergy, lactose intolerance, dairy allergy, allergies related to food colouring or additives (please specify), fruit or vegetable allergies (specify if this applies to baked goods as well), eggs, gluten, etc.*

*Dietary examples- no red meat, no pork, Halal, diabetic, etc.*

We treat food allergies very seriously, so if someone is simply avoiding certain foods, please do not list that as a food allergy.

<b>Name of participant</b>	<b>Specify food allergy</b>	<b>Specify dietary restrictions/needs</b>

**If you require specialty foods beyond Gluten free, Vegan or Halal, please give us as much notice as possible so we can source it for you. (Recommended 1 month)**



## **APPENDIX G: ALCOHOL PERMISSION CONTRACT**

If your group would like to bring alcohol on site during your stay, you must abide by the following rules:

1. Your group **must obtain a Special Occasion's Permit from the LCBO**. A copy of your permit must be provided to the office at least one (1) month before your event and the original must be posted in Rotary Hall during your event.
2. You are required to have Smart Serve certified bartenders.
3. You must obtain **"Special Event Liability Commercial" insurance** for your event in the amount of \$5,000,000 dollars liability, naming Camp Kawartha as 'Additional Insured'. (RiskCan.ca) A copy of this permit must be provided to the office at least one (1) month before your event.
4. Consumption must be restricted to the Dining Hall/Rotary Hall only, and your group is responsible for removing all traces (empty bottles, caps, etc.) upon your departure.
5. You must appoint an organizer, who will be responsible for ensuring that these rules are followed.
6. All loud noise must be curtailed by 10 p.m. until 7 a.m. the following morning.
7. A Camp Kawartha staff member will monitor your event (including the use of alcohol) and ensure that your group complies with all rules as outlined here, and in our Facility Rental Planning Guide. The onsite staff person is authorized to contact the police if they feel their warnings to organizers have been ignored, that there is an inappropriate use of alcohol, excessive noise, or damage to our facilities. We reserve the right to withhold all, or part of your damage deposit should this occur.
8. This contract must be signed by the Executive Director and the designated supervisor in charge of your group.

I, the designated organizer \_\_\_\_\_ (*first and last name*), agree to the following:

- I, the organizer agree to obtain a Special Occasion's Permit from the LCBO and abide by its regulations.
- I, the organizer agree to obtain Party Alcohol Liability insurance.
- I, the organizer agree to follow all Camp Kawartha's rules and regulations as listed on the contract, Facility Guide, and this Special Alcohol Permission Contract.
- I, the organizer am aware that I am responsible for all charges associated with obtaining the above permits.
- I, the designated supervisor (*name*) \_\_\_\_\_, will be responsible for making sure the group abides by all rules and regulations.
- If the group, or a person from the group, is not adhering to the rules, I, the organizer, understand that a Camp Kawartha staff member will provide a warning to our group.
- If the group or any person is still in contravention of these rules, I, the organizer, am aware that the staff member will contact the police.

We, the organizer and supervisor have carefully read, and we agree that our group will abide by the terms and conditions of the Camp Kawartha Alcohol Permission Contract.

Organizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DRESSING FOR WEATHER

### Winter

When the weather is cold and the winds are blowing, you can still enjoy the beauty of winter. At Camp Kawartha, we want guests to experience the joys of winter, from exploring animal tracks to seeing the northern lights flicker among the stars. However, you will only be able to enjoy winter when you are comfortable. Below are tips on how to dress to protect you and your children from the cold.

Cold weather gear for everyone includes:

- Water-resistant winter coat
- Water-resistant snow pants
- Insulated snow boots
- A winter hat or tuque
- A scarf or knit mask to cover face and mouth
- Mittens (wool is best; and have a second pair)
- Layered clothing (several layers; and have extra socks)
- Long underwear

The outer layer of your clothing should be tightly woven, preferably wind resistant, to reduce body heat loss caused by wind. Wool, silk, or polypropylene inner layers of clothing will hold more body heat than cotton. Among the most essential gear is a warm winter hat, fully covering your head. You lose up to 80% of your body heat through the top of your head. So don't forget to cover up! A wide scarf can cover your face on those days when there is a strong gusting northern wind.

**Think like an onion!** Dress in layers, having extra sweaters and layers of fleece on hand to pile on under your jacket. Make sure you stay dry. When your clothing gets wet, it chills your body rapidly. Remember, excess perspiration will also increase heat loss, so remove extra layers of clothing whenever you feel too warm.

A good pair of boots makes all the difference. Snowmobile boots with a rubber or nylon exterior and insulated inner lining work the best. At night, take the liner out and allow it to dry thoroughly before the next day's activities (**Note: do not place anything on the heaters - fire hazard!**). Have a pair of indoor shoes handy so that your socks stay nice and dry.

Mittens should be well insulated and should fit snugly around the wrists. Bring an extra pair in case your first pair becomes wet.

### **What about spring, summer, fall?**

Layering clothing in spring and fall is essential as the daily temperature usually rises quickly. Good hiking boots will not only help you manage our trail system but also prevent water penetration. Having a pair of running shoes on hand would be good for games on flat, grassy surfaces. Water resistant jackets with hoods and rain pants will help on rainy days. In the evenings dress for cooler weather with jackets, sweaters, and long pants.

In summer, light is the way to go! Light colours attract less heat, light fabrics breathe better, and light sandals let your feet breathe too. Ensure you have a light jacket, sweater, and long pants for evening temperatures.

## NOTICE FOR ALL GUESTS OF CAMP KAWARTHA

(Please copy and distribute this page to your group participants.)



### **NUT PRODUCTS PROHIBITED:**

**\*\* Note:** Many guests attending our facility have a severe, life-threatening allergy to nuts. Therefore, **IT IS IMPERATIVE THAT YOU DO NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS.** We strongly request that you **read all food labels** carefully to ensure that no nut products or products containing traces of nuts are brought into the Camp.

- ✦ **No food, snacks, or drinks in cabins** -- it poses a health risk to guests with allergies, and food crumbs/spills will attract insects/animal occupants!! Refillable water bottles are welcome.
- ✦ **No smoking of any kind** in any buildings (By-law) or near buildings (respect for those with allergies) – restrict all smoking to the parking lot area and use the recepticals provided.
- ✦ **Do not bring alcohol. If alcohol will be consumed, it must be provided by your organizer under conditions outlined in the *Alcohol Permission Contract*.**
- ✦ **No pets. Service animals are welcome, but they must have certification.**
- ✦ **No loud music or loud activities after 10:00 p.m. until 7:00 a.m. the next morning** (please respect our neighbours).
- ✦ If your group did not book our food services - no camp food/condiments should be used.
- ✦ Waterfront (swimming), watercraft (canoes, kayaks, etc.), archery, climbing wall, ropes course, etc. are not to be used unless our qualified staff have been hired and are present.
- ✦ Please remove outdoor shoes/boots in lower Rotary Hall, keep dirty outdoor shoes or boots out of the Dining Hall – please use indoor shoes or slippers.
- ✦ Please remove outdoor shoes/boots before entering carpeted areas of the meeting/classrooms.
- ✦ **Conserve energy** - turn down heat and turn off lights when not in use.
- ✦ Do not use heaters for drying towels or clothing – this poses a **serious** fire hazard.
- ✦ **Check-out:** on departure day, tidy up cabins (sweep floor and remove all garbage); remove personal belongings by 11:00 a.m. (before breakfast if possible) so Housekeeping Staff can start cleaning cabins while your group is using Dining Hall, Rotary Hall, and classrooms.
- ✦ **Leave facilities the way you found them.** Your assistance will help us keep cleaning and maintenance costs down, and ultimately keep our rates down!
- ✦ Please report any maintenance problems to our staff immediately.

***We appreciate your co-operation!!***