

Camp Kawartha & The Kawartha Outdoor Education Centre

1010 Birchview Road, Douro-Dummer, ON K0L 2H0

Phone: 705-652-3860 / Email: weddings@campkawartha.ca / Website: www.campkawartha.ca



FACILITY RENTAL RATES – WEDDINGS

BASE FACILITY RENTAL FEE INCLUDES:

- ✓ Full weekend wedding package with exclusive use of the site and facilities.
- ✓ Use of Rotary Hall, Dining Hall, Outdoor Theatre and cabins, trails, and playing fields.

Item	Rates
Facility rental with full weekend wedding package	September – June = \$8,000.00 (check-in Friday after 5:00 pm / check-out Sunday by 2:00pm)
Breakfast (Sat only)	\$12 per person
Brunch or Lunch (Sat only)	\$16 per person
Brunch (Sun only)	\$20 per person
Wedding/Reception Dinner	Approved outside caterer only / if CK is catering, pricing is to be negotiated

People with special dietary needs are given individual attention and alternate menu options.
Be sure to notify the camp at least 1 month in advance if there are any food allergies/dietary needs.

**** 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 all labels carefully and ensure that any foods that may contain nuts or traces of nuts are NOT brought to the Camp.**

DEPOSIT: To secure your booking, a completed booking contract and a non-refundable, non-transferable **\$1,000 booking deposit plus a \$1000 refundable security/damage deposit** must be received by Camp Kawartha.

PAYMENT SCHEDULE: The remainder of the rental balance is due 30 days before the wedding date. **Meals must be paid for in full ten (10) days before the wedding date.** Final payment should be one cheque or E-Transfer (accounting@campkawartha.ca) from you. Please do not send multiple personal cheques from different people. NSF/returned cheques are subject to a \$35 administration fee.

PROGRAMMING STAFF & ACTIVITIES: You can request swimming, canoeing and archery activities for guest participation. Rates are **\$125.00 per staff person per program shift** (a shift is 9:30 am-12:00 noon, 1:30-4:00 pm). The ratio of staff to guests depends on the activity. For instance, the waterfront requires a minimum of two (2) lifeguards. We require at least three (3) weeks prior notice for programming requests. Cancellations must be made at least 48 hours in advance. Unfortunately, we cannot guarantee programming due to staff availability.

CATERING: Food may be prepared in and served from the kitchen by approved caterers only. **Final approval is made by the Camp Kawartha Food Services Manager.** No food may be stored in our main fridges or freezers, but we have a large fridge and freezer in our Trip Kitchen which can be made available to store alcohol or food for guests. No wedding guests may enter or use the main commercial kitchen at any time during the weekend. Camp Kawartha kitchen staff will always be present in the kitchen when a caterer is on site. The kitchen will be locked at all other times. Please note that coffee and tea are only served with meals. You may use our coffee station and mini fridge to store cream/milk at other times, but you must bring your own supplies.

We are a nut-safe facility! It is imperative that no nuts, nut products, or anything that may have had contact with nuts, be brought on site.

Your Initials

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Facility Rental Contract – Wedding

IMPORTANT: To secure your booking, this completed contract and a non-refundable, non-transferable \$1,000 booking deposit plus a \$1,000 refundable security/damage deposit must be received by Camp Kawartha. The balance of the base fee is due 30 days prior to the event, any additional fees are due one (1) week prior to the wedding date. Failure to return this contract and deposit will result in the booking dates being released and made available to other groups. Keep a copy of this form for your records. Please confirm all changes in writing.

Contact Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Arrival Date: _____	Arrival Time: 5pm	Departure Date: _____	Departure Time: 2pm
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Wedding Fee Calculator:

Item	Expected #	Price	Total
Rental Fee & Weekend Wedding Pkg. (Friday 5pm to Sunday 2pm)		\$8,000	\$8,000
Overnight Cabin Accommodations (booked through the office)		Included	
Breakfast: Saturday #: _____		\$12 per person	+
Brunch or Lunch (circle one): Saturday #: _____		\$16 per person	+
Brunch: Sunday#: _____		\$20 per person	+
BBQ Usage Fee (1-3 BBQs)	Flat Fee	\$80	+
Swimming – maximum of 24 (requires 2 staff per shift) <input type="checkbox"/> Sat 9:30am-12:00pm <input type="checkbox"/> Sat 1:30pm-4:00pm <input type="checkbox"/> Sun 9:30am-12:00pm	# of instructors _____	X \$125	+
Climbing Wall – maximum of 15 (requires 2 staff per shift) <input type="checkbox"/> Sat 9:30am-12:00pm <input type="checkbox"/> Sat 1:30pm-4:00pm			
Archery – maximum of 15 (requires 1 staff per shift): <input type="checkbox"/> Sat 9:30am-12:00pm <input type="checkbox"/> Sat 1:30-4:00pm <input type="checkbox"/> Sun 9:30am-12:00pm			
Team Building Games – maximum 20 (requires 1 staff per shift) <input type="checkbox"/> Sat 9:30am-12:00pm <input type="checkbox"/> Sat 1:30pm-4:00pm			
		Total	=

Please provide the name of your 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 Group Supervisor: _____

Phone: _____ E-mail: _____

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GROUP RENTAL AGREEMENT *(Please read thoroughly!!)*

- We understand that the **\$1,000 non-fundable deposit, plus \$1000 refundable damage deposit, plus a completed contract is required to hold a date.**
- The **\$1000 security/damage deposit** will be returned/refunded if the facilities are left in a satisfactory condition (or applied to the balance).
- An additional installment (balance of the base facility rental fee) is due 30 days prior to the event.
- Rescheduling booking dates to another available date will be allowed with at least a 9-months' notice. If Camp Kawartha has no mutually agreeable dates available, then an \$800 credit (\$1000 deposit minus \$200 administrative fee) can be applied to a future event at Camp Kawartha.
- There is NO refund on cancellations with less than one (1) year's notice. A full refund (minus the non-refundable deposit) will be given for cancellations with notice of one (1) year (365 days) or more.
- **Our group agrees to leave the facilities and equipment tidy and clean, and in the same condition as found.**
- We understand that **we will be charged for any damage** caused to the facilities or equipment during our stay, this includes any buildings (dining hall, kitchen, cabins, washrooms, classrooms, etc.), any equipment and the natural environment. There is no smoking of any kind allowed in any buildings. We also understand that we will be charged for any missing or damaged items, missing or damaged equipment, excessive cleaning costs, or food supplies/condiments used.
- We understand that the watercraft (canoes, kayaks), climbing wall, archery, ropes course, and waterfront are not to be used by anyone in our group without one of Camp Kawartha's qualified staff/lifeguard(s) present for safety reasons.
- We agree that we will abide by all rules and regulations in the "Alcohol Permission Contract" and obtain, as well as post, a Special Occasions Permit from the LCBO if alcohol is being consumed.
- We agree to obtain \$5 million of Party Alcohol Liability insurance coverage naming Camp Kawartha as 'Additional Insured'. (www.riskcan.ca)
- **I have carefully read this contract and I agree that our group will abide by the terms and conditions of Camp Kawartha.**

Name (print): _____ Date: _____

Signature: _____