

# *Camp Kawartha*

# *Green* Wedding

# Planning Guide



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E-Mail: [info@campkawartha.ca](mailto:info@campkawartha.ca) / Website: [www.campkawartha.ca](http://www.campkawartha.ca)

# An Important Message Before We Begin

## About COVID-19 & Other Communicable Diseases

COVID-19, its variants, and the world-wide pandemic have changed everything for everyone.

Our top priority is the safety of our guests, our staff, and volunteers. In any health emergency like the pandemic, we take our direction from Peterborough Public Health, as well as the provincial and federal governments as to when closures and/or restrictions are enacted. These can occur at any time. Therefore, it is important that we remain in contact at regular intervals in the lead-up to any booking of our facilities for your wedding and reception.

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## Camp Kawartha Communicable Disease Policy - June 2023

### Screening

Prior to visiting Camp Kawartha, please screen yourself and ask all attendees, including accompanying children, to screen for the following symptoms (new/unexpected or outside of their baseline health): *fever, cough, shortness of breath, decrease or loss of taste or smell, muscle aches or joint pain, extreme tiredness, sore throat, runny or stuffy/congested nose, headache, nausea, vomiting and/or diarrhea, abdominal pain, pink eye, decreased or no appetite.*

The following self-assessment tool can be used as a guide: <https://www.ontario.ca/self-assessment/>

Anyone showing signs of a communicable disease should stay home.

A staff or visitor who is showing signs and symptoms of a communicable disease during their stay, needs to return home as soon as possible. Parents of children/students should be contacted, and the ill individual will be isolated in a comfortable cabin until they are able to return home.

All staff or visitors must return home until they are fever free for 24 hours and have had 24 hours of improving symptoms (any symptoms from the list above). All staff or visitors must be 48 hours free of gastrointestinal symptoms before returning to Camp Kawartha.

### Vaccines

Camp Kawartha recommends (but does not require) all staff and visitors be up to date with their immunizations based on their age according to the Publicly Funded Immunization Schedules for Ontario.

### Masking

Masking is optional and not required at Camp Kawartha.

## What do we mean by 'green' wedding?

We strive to actively care for and respect the natural environment – it is at the forefront of everything we do here at Camp Kawartha. Its not just about doing less harm but also doing good, and we see that as everyone's responsibility.

We want to share this ethic with you and your guests. So, when planning your wedding and reception consider how your decisions can make a difference and how you can activate others to be difference-makers too.

By choosing Camp Kawartha, you are already having an impact. You are directly supporting award-winning outdoor and environmental education for thousands of summer campers and school children each year; you are contributing to the success of local farmers who supply our kitchen; you are supporting initiatives like our Subsidy/Sponsorship Program which ensures that children from families who are financially challenged can participate in summer camp experience or attend one of our outdoor education programs with their peers.

Your fees do so much good – helping us generate a love and respect for the natural environment in the children and youth who pass through our gates.

So 'GREEN' has many meanings. We hope you join with us in 'greening' your special day!



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# About Us

Camp Kawartha is a not-for-profit charitable organization dedicated to human and environmental stewardship. Our facilities are open year-round. From early September to mid-June school groups receive outdoor education programming throughout the week, private groups rent the site on the weekends. From mid-June to Labour Day, we host a vibrant summer camp for children from four years to 17!

**The main site is available for weddings from mid-September through to mid-June.**

We offer an intimate, private, and romantic setting ideally **for up to 75 people**. When you rent Camp Kawartha for the weekend, you and your guests will have exclusive use of the entire 195-acre site located on beautiful Clear Lake in the Kawarthas.

There is something for guests of all ages and abilities to enjoy at Camp Kawartha.



# What's Included in the Base Price?



Meet **Sue Swankie** of Swanky Events, Camp Kawartha's **Wedding Coordinator**. In response to the increased demand for more personalized and detailed ceremonies and receptions, our new base rental fee now includes the services of a professional event planner to help things run smoothly and take all the stress out of your weekend.



Sue has been running her own successful event planning business for 12 years and has extensive knowledge of local suppliers, an eye for detail and exceptional organizational skills. Instead of a D.I.Y. facility, you will now receive personalized service from an industry expert from the moment you book until your last guest leaves the property after your big day.

## ***Sue's Services Include...***

- Initial one hour meeting to discuss your needs and vision for your big day (includes facility tour)
- Advice by email and phone from the time you book until the big day
- Wedding timeline established and layout of the Camp Kawartha spaces including the dance floor, dining hall with seating plan, gift table, reception area mapped out so that everything flows seamlessly
- Liaison with vendors, bar tender, DJ, caterer and any other supplier or service provider
- Hostess Services all weekend to direct guests, answer questions, move items, set up, make guests feel welcome and comfortable
- Assistance with Friday night rehearsal and set up
- Take down décor, pack up and return items to suppliers as required
- Ensure that the kitchen is clean, and items are put back properly after the caterer departs
- Double check that there is no damage or big disorder/mess on-site that would prevent you from getting your damage deposit back

## ***Décor Included by Swanky Events***

- Garden urns and flowers for ceremony, moved to reception hall after ceremony
- Aisle markers
- Signing table
- Ceremony platform
- Gift card holder
- Table numbers
- Welcome signage
- Metal outdoor fire pit



## Sue can also provide the following...

*(Note: these items are not included in your base price / Sue will provide a detailed estimate if any of these items are chosen)*

- Centrepieces – vases, candles, flowers designed in consultation with the client (may be additional cost depending on design)
- Backdrop and setting of head table, cake, gift and card tables
- Lighting for feature tables, backdrops, reception ceiling and outdoor areas

## Plus...

Linens, dishware, extra tables and chairs, ceremony water station, bathroom guest pamper baskets and flowers, seating chart display, additional décor, bar service, wedding cake, caterer, DJ, officiant, photographer, extra set up / serving staff as required.

Additional one-to-one meetings with Sue can be arranged – a \$20.00 hourly fee will apply.



## Optional Items

**Camp Kawartha can provide these for an additional charge (see contract for information and pricing):**

- Meals (see Contract and Menu selection form for breakfast, brunch, and lunch options)

**Note: \*\*\*\*\*You must hire an approved caterer for your wedding dinner.**

- Programming (see Contract for Fee Schedule and Programming Options)

# Decorating, Dressing, Dining & Dancing



## DINING HALL

With its beautiful stone fireplace and windows overlooking Clear Lake can accommodate up to 90 guests for a sit-down meal. There is overflow seating in the lower hall that can accommodate 30 more guests. The lakeside 30' x 15' deck off the dining hall is a great place to get some air and enjoy the night sky. Use our tables and benches as they are or rent chairs and linens to dress it up. The dining hall can be used throughout the weekend for guests to wind down together (play cards, board games etc.) and bond as a group.



Features of the dining hall include:

- Seating for 90 guests comfortably for a reception with both a head table and buffet table
- Beautiful pine floors with inlay design
- Washroom facilities
- Interior dimensions: 30' wide x 55' long / 8' high ceiling
- 14 tables 72" long x 28" wide / 8 tables 45" x 45" (normally used in pairs)
- 40 wooden benches (offers seating for 6 at each table)
- 60 white plastic folding chairs available for rent (for use instead of the benches)
- Wheelchair accessible (no accessible indoor bathroom / must use main bathroom beside dining hall)





**ROTARY HALL** is a bright, open-concept lounge area, connected to the dining hall and perfect for your reception or as a back-up ceremony location. It is a comfortable area for your guests to kick back and relax at any time during your stay. Many couples use this area as a dance floor and bar area.



Features of Rotary Hall include:

- environmentally friendly straw-bale building (interior dimensions 39' wide x 34.5' long)
- cathedral style vaulted wood ceiling, large windows
- cement floor with large area carpet which can be removed
- couches (four 2-3 person couches)
- wheelchair accessible
- projector screen, projector available to rent, blackout curtains, WIFI

**CLASSROOMS** (one large and one small) are ideal to use as wedding party change rooms.

- carpeted and bright sunny windows
- coat racks for hanging your wedding garments
- large mirrors

**\*\*Note: classrooms are located on second floor and therefore are not wheelchair accessible\*\***



# Accommodations



## CABINS

As you might expect at a camp, overnight accommodation is simple and rustic. We have an eclectic mix of cabins to choose from with bunk beds or single beds. One double bed is available in The House cabin only, and this is usually reserved for the couple.

Each bed has a vinyl covered mattress, and each cabin has heaters and safety equipment such as smoke detectors and fire extinguishers. All cabins are located within proximity to the central washroom facilities, and most cabins are winterized. Let Camp Kawartha office staff help you choose the best cabins for the season.

It is suggested that you nominate an individual to act as an accommodation coordinator. They will prepare a cabin list and post it on the Dining Hall bulletin board so that your guests will know their designated sleeping arrangements upon arrival. **Guests must provide all their own bedding.**



## “THE HOUSE”

If the couple are looking for a private and personal location to spend their wedding night, “The House” is available to them free of charge. This is the only cabin which offers a cozy woodstove in the living area, a double bed, kitchen, and bathroom. Breakfast in bed is always an option! If you do bring your own extra food to prepare, please ensure that it is nut-free. Some basic kitchen equipment is provided.





# Cermony Spots and Photo Ops

There are many lovely sites at Camp Kawartha to say your vows and take photos. Whether it is lakeside, field side or inside, we have the ideal location to reflect your individual tastes and personality. Here are just a few of the beautiful locations available.

Our 'campitheatre' area is nestled in the woods near the shoreline and features bench seating, an aisle, and a raised platform, plus a fire pit.



Outside of Rotary Hall is a beautiful space we call 'The Green' or 'Upper Commons'. This is a beautiful location and easily accessed location.



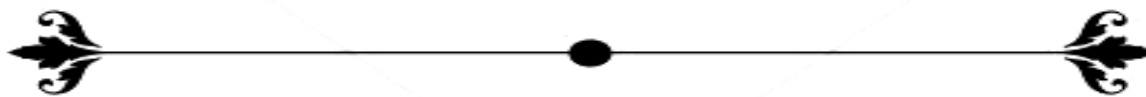
The 'Lower Commons' is also a good location for your outdoor service. It has a lovely view of the Lake.



Note: You can host your event inside Rotary Hall if preferred or if the weather is inclement.

# Food, Glorious Food!

## The Kitchen and Catering



### IN-HOUSE CATERING

Our talented kitchen staff will prepare your breakfast, lunch, and brunch with the utmost attention to any special dietary requirements (please provide your list at least one (1) month before the wedding) and will uphold our environmental mandate – to serve fresh, natural, nutritious, and locally-sourced products. **(Please see the “Menu Selection Form” for options)**

### CATERING & KITCHEN USE

We do not cater wedding dinners unless specifically requested, but we have provided a list of local and approved caterers in the appendices. Only approved caterers are allowed access to our commercial kitchen. Caterers must show us valid insurance and food handling certification. Caterers must agree to adhere to our **NUT-SAFE policy** for the safety of your guests and our other guests.

Catering specifics:

- Food may be prepared in and served from the kitchen by approved caterers only.
- No food may be stored in our main fridges or freezers as they are full of our own foodstuffs.
- We have a large fridge and freezer in our Trip Kitchen (accessed through the maintenance building) which can be made available to store alcohol, extra food, and ice.
- No wedding guests may enter or use the main kitchen at any time during the weekend.
- A designated Camp Kawartha kitchen staff member will always be in the kitchen when your caterer is on site. The kitchen will be locked at all other times.
- You may prepare food for your guests using The Staff House kitchen and bring it to the Dining Hall.
- If you would like coffee/tea outside of catered mealtimes you must supply your own coffee/tea along with creamer, milk, and sugar. You may use our coffee station in the Dining Hall which has a large coffee maker, hot water urn and bar fridge for milk and cream.

**\*\* Please remember that 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. This includes anything with the word ‘nut’ in it.**

# Orientation, Arrival and Departure



## **ORIENTATION TOURS**

We recommend a guided tour of the site to familiarize yourself with the layout of the facility before you book the site. If you would like to book a tour, call the main office to make the arrangements (705.652.3860).

## **ARRIVAL**

You are welcome to arrive at or after 5:00 p.m. on Friday and the Camp Kawartha *Weekend Host* will be present to provide an orientation. At this time, they will review the facility policies and general protocols. This should take approximately 20 minutes. The CK Host will provide you their cell number and show you where they will be housed throughout your weekend.

Your wedding guests may begin arriving after 5:00 p.m. on the Friday evening. They can arrive later depending on travel. If you need an earlier set-up time, please contact our main office to see if something can be arranged. We usually have groups on site until 2:00 p.m. on Fridays, and Housekeeping Staff need sufficient time to clean and prepare for your arrival.

**NOTE: No arrivals or deliveries are permitted prior to 2:00 p.m. on Friday unless arranged through the Wedding Coordinator.**

## **PARKING**

Our on-site parking lot can accommodate approximately 40 cars in the main lot and a smaller lot closer to Rotary Hall. Parking is NOT permitted on the second driveway accessible by Tedford Lane as this is a fire route essential for emergency access. Cars are not allowed on the basketball court or playing field under any circumstances.

## **DEPARTURE**

Weekend guests must depart the site by 2:00 p.m. on Sunday afternoon. Please have them vacate all cabins by 11:00 a.m. and either place personal belongings on the porch of their cabin or in their car to allow our Housekeeping Staff to get started.

## **ON-SITE / EMERGENCY STAFF**

Our weekend Host will be available in case of emergencies or for basic assistance (orientation, supplies such as light bulbs, washroom refills etc.). Our Host will uphold noise bylaws, and our rules as outlined in this Guide and your Contract. They are trained in First Aid, CPR and AED.

The Host will introduce themselves upon arrival and will be accessible by cellphone throughout your stay. They will be housed in a cabin throughout the weekend which they will identify for you at orientation. The Host will check in during mealtimes or any other time they are required.



# Confirming Your Booking



## **Before a date may be confirmed:**

- A refundable \$1,000.00 damage deposit as well as a non-refundable \$1,000.00 deposit are due.
- The signed contract with estimates for programming and meal numbers will be submitted to the office.

## **One (1) month prior to your wedding date the following must be submitted to the office:**

- an additional installment (the balance of the base rental fee)
- Summary of Group Requirements (your final numbers, cabin selection and dietary restrictions)
- Menu Selection form
- Proof of Party Alcohol Liability Insurance
- Copy of your Special Occasion Permit

## **One (1) week before the wedding**

- Any final balance is due.

# Optional Activities for A Busy Bunch



Give your guests an extra-special wedding experience by offering some of our specialty activities. Our experienced and qualified staff are available for hire to run a variety of activities at a cost of \$125.00 per staff for each 2.5-hour program period. The number of staff required depends on the activity chosen and safety ratios. Programming options include archery, cooperative games, snow shoeing, cross country skiing, guided hikes, waterfront activities, accessible climbing wall and ropes courses.

## **WATERFRONT ACTIVITIES**

The ratio for waterfront staff is 2 lifeguards to every 25 swimmers with an additional staff person required for watercraft equipment (canoes, kayaks, sailboats, windsurfers). 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**

The ratio for the wall and ropes course and archery is 2 staff members for 5-15 participants. The ropes course, climbing wall and archery areas are not to be used unless our qualified staff is present for both safety and liability reasons.



# Health and Safety

## EMERGENCY PROCEDURES

On arrival night please discuss with the group your emergency procedures e.g. who are the first aiders on site; location of first aid kits etc.

Note that the nearest hospital, the Peterborough Regional Health Centre, is approximately 45 minutes away. An ambulance can be on site in 15 to 25 minutes.

There is an AED (Automated External Defibrillator) unit in the Dining Hall to the left of the fireplace.

Organizers should consider getting emergency contact and health information from attending individuals in case of an accident or incident.

When orchestrating an event, you may also want to consider having a first aid kit available and at the disposal of your guests. Our weekend host also has access to a large first aid kit if needed.

## Our Policies

### INSURANCE

You **must obtain “Special Event Liability Commercial”** insurance for your event in the amount of \$5,000,000.00 liability, naming Camp Kawartha as Additional Insured. (e.g., RiskCan.ca) A copy of this coverage must be provided to the office at least one month before your event.

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

The main camp area is bordered on both sides by private residences. Our neighbors are very supportive of Camp Kawartha. It is vital that we show them the utmost consideration by respecting both their privacy and their need for peace and quiet. The weekend Host will monitor noise levels and if they are excessive, you will be provided with one 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. & 7:00 a.m.**
- **The Camp does not have an in-house sound system.**

### 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 for activities can be made for your guests interested in special environmental education projects. The project must be discussed and agreed to 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, so it should be noted upon arrival (“Leaves of 3 – let it be!”).

## 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 at the end of your stay. The same applies to the Dining Hall, Rotary Hall, classrooms, or other buildings when not in use and upon departure.

## HELP US KEEP COSTS DOWN

We ask each group to do their part in leaving our facilities tidy and clean, and left in the same condition as they were found. By doing your part, you can help us keep cleaning and maintenance costs down, and ultimately, help keep rates reasonable.

## DAMAGES / MISSING ITEMS

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

## SMOKING

Smoking of any kind is **NOT** permitted in any building including the teepee. We request that you **restrict all smoking to the parking lot by the main office only and away from the office building**. Please use receptacles provided for cigarette butts.

## ALCOHOL

We are not a licensed facility. Alcohol is **not** permitted at Camp Kawartha unless you can show that you have a valid Special Occasions Permit and Insurance (see Appendix G). Your guests cannot bring their own alcohol on site.

## WASHROOM FACILITIES AND SEPTIC SYSTEM

We are on a well system which means that there is a limited amount of water at any one time. Please ensure taps are turned off completely and toilets are not left running, or they will deplete water levels. Please ask guests to keep showers as short as possible. Ask guests to put all brown paper towels, wrappers, tampons, pads, etc. in the garbage – do not flush down toilets.

## ACCOMMODATIONS

Guests are responsible for bringing their own bedding. Food and drinks are strictly prohibited in the cabins as it poses a health risk to guests with allergies and food crumbs will attract insects and animal occupants! Water bottles are permitted.

And finally, **\*\*PETS are NOT PERMITTED\*\***, to prevent damage inside buildings and to avoid adverse reactions in guests allergic to cats and dogs. **'Service animals' are welcome**, but we must be notified prior to their arrival that they will be on site, and a copy of their certification is required.

# Green Wedding Links & Preferred Vendors



## Planning a Green Wedding – General Resources

[www.davidsuzuki.org](http://www.davidsuzuki.org) / <https://greatgreenwedding.com/>  
<https://wedding.theknot.com/real-weddings/green-weddings.aspx>  
[https://www.canadianliving.com/life/green living/how to have a green wedding.php](https://www.canadianliving.com/life/green_living/how_to_have_a_green_wedding.php)

## Plantable Invitations and Stationery

[www.botanicalpaperworks.com/catalog/wedding-collection](http://www.botanicalpaperworks.com/catalog/wedding-collection)

## Environmental Wedding Favours

[www.weddingfavours.ca/c/ECO/Made+in+Canada.html](http://www.weddingfavours.ca/c/ECO/Made+in+Canada.html) / [www.treebeginnings.ca](http://www.treebeginnings.ca)

## Rentals

Create Shade

[www.createshade.com](http://www.createshade.com)  
[createshade@sympatico.ca](mailto:createshade@sympatico.ca)

705.652.0215

Peterborough Tent & Events Rentals

[www.tentandeventrentals.com](http://www.tentandeventrentals.com)  
[eventrentals@live.com](mailto:eventrentals@live.com)

705.559.0374 (main)/705.742.4666 (c)

## Florists

Lakefield Flowers

[www.lakefieldflowersandgifts.com](http://www.lakefieldflowersandgifts.com)

705.652.6855

Classic Flowers Lakefield

705.652.6262

## Wedding Cakes

Cakes by Rebecca – Rebecca Swankie

[rebecca\\_swankie@live.com](mailto:rebecca_swankie@live.com)

705.868.3077

The Cake Walk Bakeshop – Patti Peeters

[icehouse@nexicom.net](mailto:icehouse@nexicom.net)

705.657.1131 / 705.760.4901

## DJ Services

RMS Events – Andy Tough

[andy@rmsevents.ca](mailto:andy@rmsevents.ca)  
<http://www.rmsevents.ca>

416.573.5128

Homemade Jam – Terri & Gerri Humphries

[www.homemadejam.com](http://www.homemadejam.com)  
[grhumphries@xplornet.ca](mailto:grhumphries@xplornet.ca)

705.772.0741

Porter Sound -- Bill Porter

[info@portersound.com](mailto:info@portersound.com)  
<http://portersound.wixsite.com/porter-sound>

705.749.2561

MacMillan Entertainment Group – Tim MacMillan

[tim@macmillangroup.com](mailto:tim@macmillangroup.com)  
[www.macmillangroup.com](http://www.macmillangroup.com)

705.652.3421

(also has a Photo Booth)

## Live Music

Rob Philips  
[rcphillipsiano@yahoo.ca](mailto:rcphillipsiano@yahoo.ca)  
705.931.4949

Mike Graham  
[mikegraham@bell.net](mailto:mikegraham@bell.net)  
705.931.7278

Ace & the Kid  
Andrew Vatcher  
[aceandthekid@gmail.com](mailto:aceandthekid@gmail.com)  
705.313.3236

## Caterers

Swanky Events  
[www.swankyevents.ca](http://www.swankyevents.ca)  
Chef Doris Hiller  
[schaffhausen@nexicom.net](mailto:schaffhausen@nexicom.net)  
705.657.9689 (h)  
705.768.7129 (c)

Two Dishes  
Susan Houde  
[info@twodishescatering.com](mailto:info@twodishescatering.com)  
[www.twodishescatering.com](http://www.twodishescatering.com)  
705.768.2738

Personal Touch Catering  
Kevin & April Sendel  
[kendel@personaltouchcatering.ca](mailto:kendel@personaltouchcatering.ca)  
[www.personaltouchcatering.ca](http://www.personaltouchcatering.ca)  
705.874.8259 / 705.313.2864 (c)

SKH Events & Catering  
Nikki & Don  
[skhcateringco@sympatico.ca](mailto:skhcateringco@sympatico.ca)  
[www.skheventsandcateringco.com](http://www.skheventsandcateringco.com)  
705.768.0377

Black's Hill BBQ  
Teresa & Dave Tuepah  
[info@blackshillbbq.com](mailto:info@blackshillbbq.com)  
[www.blackshillbbq.com](http://www.blackshillbbq.com)  
905.260.0038

## Buses / Transportation

Elwood Hamilton Bus Lines  
[hambus@nexicom.net](mailto:hambus@nexicom.net)  
705.652.6090

Personal Touch Limo  
Don & Roxy Dagenais  
[personaltouchlimo@hotmail.ca](mailto:personaltouchlimo@hotmail.ca)  
[www.personaltouchlimo.net](http://www.personaltouchlimo.net)  
705.743.5466

Ultimate Limo Service  
Edgar & Paula  
[ultimatelimousine@gmail.com](mailto:ultimatelimousine@gmail.com)  
[www.ultimatelimousine.ca](http://www.ultimatelimousine.ca)  
705.931.0397

## Officiants

Lori Hayes – 705-740-3146 (c)  
[loriamhayes@gmail.com](mailto:loriamhayes@gmail.com)  
[www.allseasonsweddings.com](http://www.allseasonsweddings.com)

Aileen Dockerty – 905-231-1334  
[aileendockerty@contemporarycelebrants.ca](mailto:aileendockerty@contemporarycelebrants.ca)



Deborah Miller – 705-868-6184  
[www.deborahmillerofficiant.com](http://www.deborahmillerofficiant.com)  
[deborah@celebratinglife.ca](mailto:deborah@celebratinglife.ca)

Elizabeth Wiggins – 705-927-5688  
Certified Life-Cycle Celebrant  
[info@elizabethwigginscelebrant.ca](mailto:info@elizabethwigginscelebrant.ca)  
[www.elizabethwigginscelebrant.ca](http://www.elizabethwigginscelebrant.ca)

## Photographers

Aleisha Boyd  
[info@aleishaboydphotography.ca](mailto:info@aleishaboydphotography.ca)  
[www.aseishaboydphotography.ca](http://www.aseishaboydphotography.ca)  
705.760.5247

Hugh Whitaker  
[hugh@hughwhitaker.com](mailto:hugh@hughwhitaker.com)  
[www.hughwhitaker.com](http://www.hughwhitaker.com)  
705.868.6544

Fusion River Photography  
Myke Healey  
[myke@fusionriverphotography.com](mailto:myke@fusionriverphotography.com)  
[www.fusionriverphotography.com](http://www.fusionriverphotography.com)  
705.875.3658

## Beauty – Hair & Makeup

Salon Sorella  
Rhonda Hockaday & Sheri Hockaday  
[rhockaday@sympatico.ca](mailto:rhockaday@sympatico.ca) / [sheri.hockaday@hotmail.com](mailto:sheri.hockaday@hotmail.com)  
[www.salonsorella.ca](http://www.salonsorella.ca)  
705.652.0100

The Robyn's Nest  
Robyn Jenkins & Samantha Dennis  
[www.robynsnestproductions.com](http://www.robynsnestproductions.com)  
[info@thenestproductions.com](mailto:info@thenestproductions.com)  
[robyn@thenestproductions.com](mailto:robyn@thenestproductions.com)  
705.917.2052

Sunshrine Day Spa  
Tammy  
[info@sunshrine.com](mailto:info@sunshrine.com)  
705.652.015

## **APPENDIX A: DIRECTIONS / MAPS**

Camp Kawartha -- 1010 Birchview Road, Douro-Dummer, ON K0L 2H0  
Phone: (705) 652-3860 or Toll-free: 1-866-532-4597

### **From Peterborough**

- travel north on Water Street/County Road 29 towards Lakefield
- continue on County Road 29 through Lakefield (the road becomes Highway 28 just north of Lakefield) for approximately 5 km (if you get to Young's Point you went too far north)
- turn Right onto Birchview Road

The Camp is 7 km on the left, indicated by a sign for Camp Kawartha Outdoor Education Centre.

### **From Toronto**

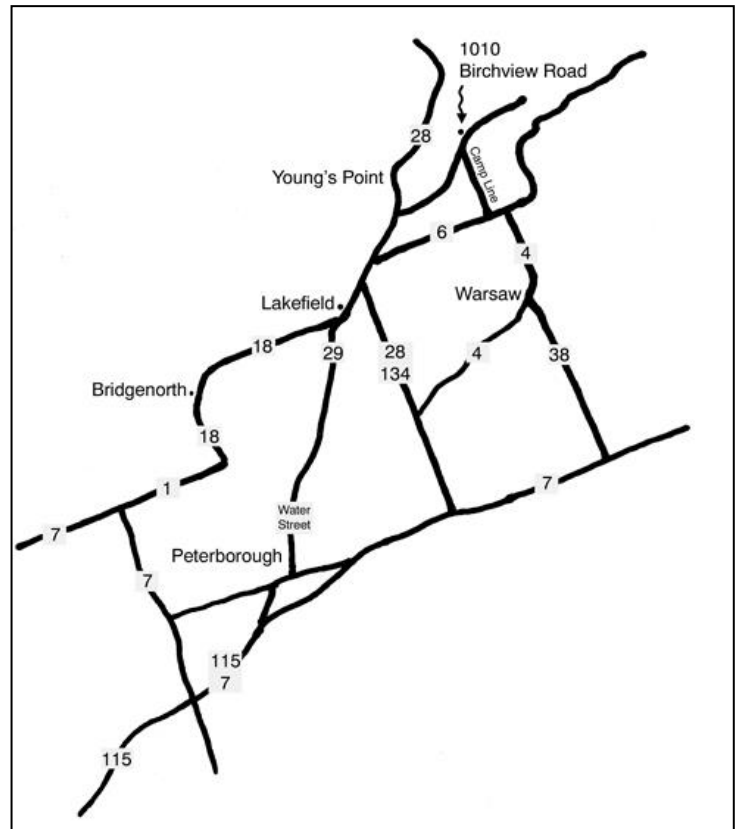
- travel East on Hwy 401 to Hwy 115
- take Hwy 115 north to Peterborough
- continue on Hwy 115 as it turns into Hwy 7 East (signs say Hwy 7 East to Ottawa) turn left onto Hwy 28 North (formerly Hwy 134), intersection with lights
- continue north for approximately 15 km to a three-way intersection where Hwy 28 meets County Road 29
- continue right on Hwy 28 North and travel for approximately 4 km
- turn right onto Birchview Road

The Camp is 7 km on the left, indicated by a sign for Camp Kawartha Outdoor Education Centre.

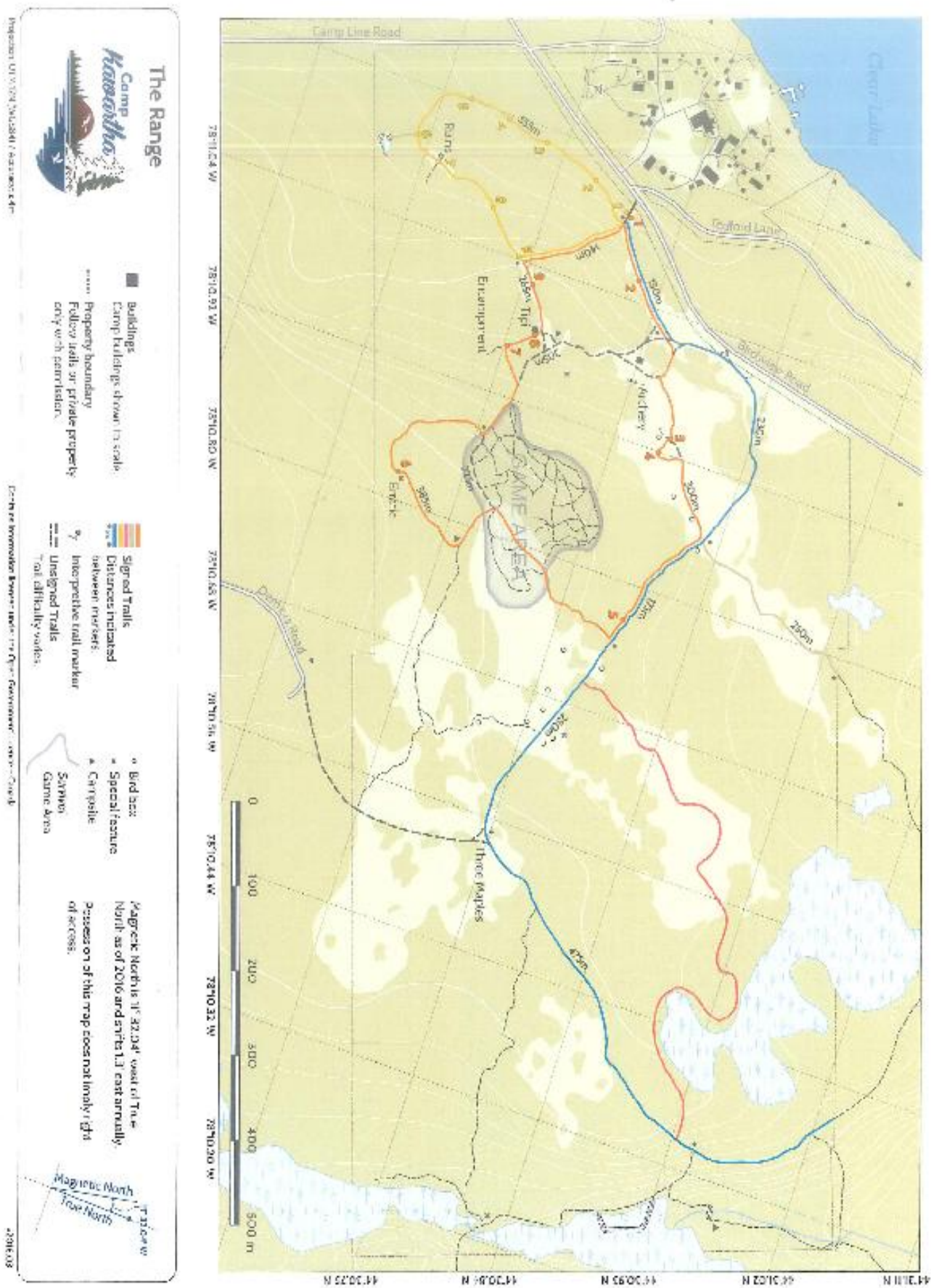
### **From Ottawa**

- travel West on Hwy 7 to Hwy 28 North - approx 7 km east of Peterborough
- turn right onto Highway 28 North (formerly Hwy 134), intersection with lights
- continue north for approximately 15 km to a three-way intersection where Hwy 28 meets County Road 29
- continue right on Hwy 28 North and travel for approximately 4 km
- turn right onto Birchview Road

The Camp is 7 km on the left, indicated by a sign for Camp Kawartha Outdoor Education Centre.

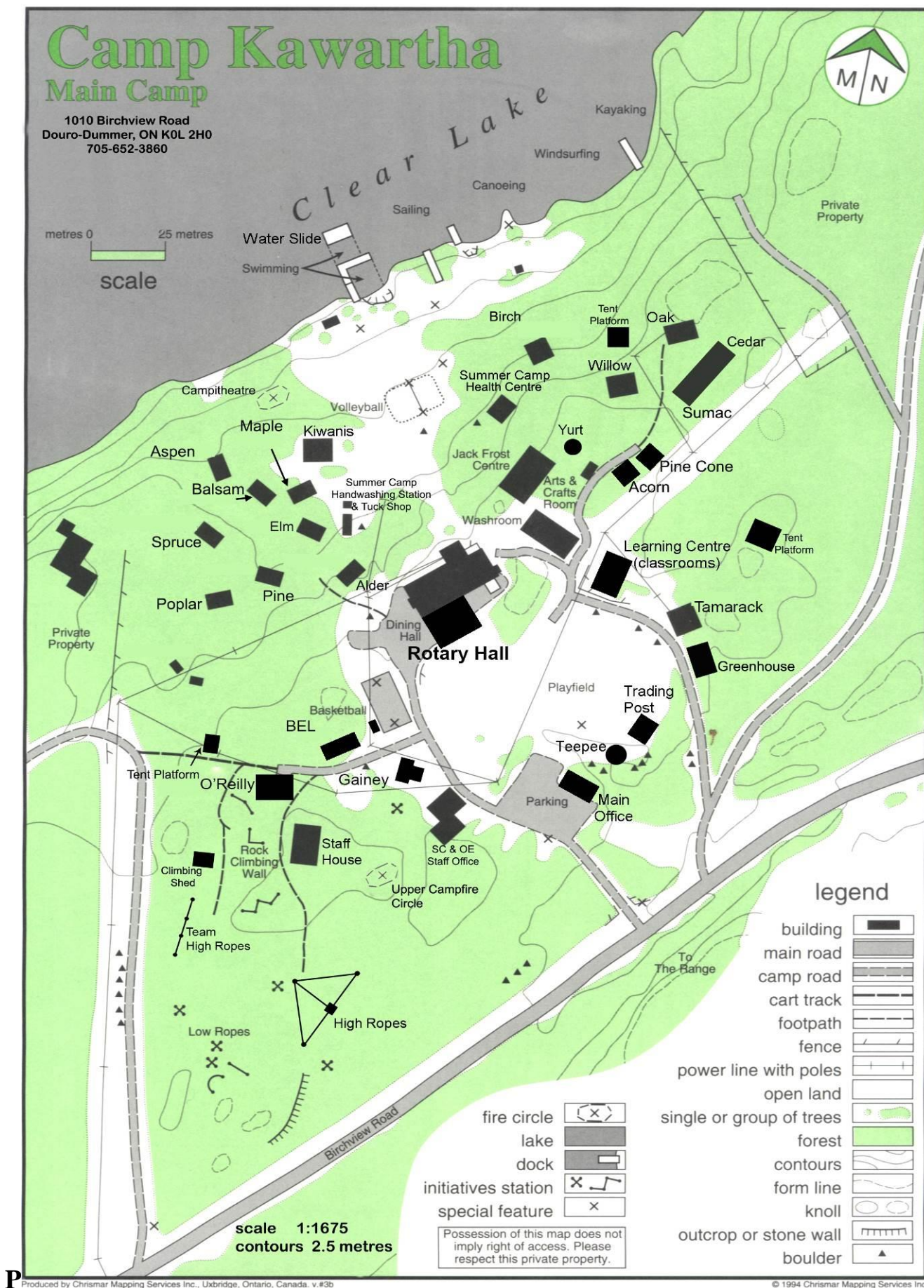


## APPENDIX B: MAP OF THE RANGE SHOWING THE TRAIL SYSTEM





# APPENDIX C: OVERALL SITE MAP – BUILDINGS



## **APPENDIX D: CABIN GROUPS**

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

### **Grouping A (cabins located to left of Dining Hall)**

<b>Aspen</b> 3 sets of bunks, 1 single bed	<b>Maple</b> 3 sets of bunks, 1 single bed	<b>Balsam</b> 3 sets of bunks, 1 single bed	<b>Spruce</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</b> 3 sets of bunks, 1 single bed	<b>Elm</b> 3 sets of bunks, 1 single bed	<b>Pine</b> 3 sets of bunks, 1 single bed	<b>Poplar</b> 5 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.
			9.
			10.
			11.


### **Large Cabins (beside and across from the Staff House)**

<b>Hickory &amp; Hawthorne (14 beds)</b> 2 rooms, 3 bunks and 1 single bed each		<b>Hemlock (13 beds)</b> 2 areas, total of 6 sets of bunk beds, 1 single bed	
1.	1.	1.	8.
2.	2.	2.	9.
3.	3.	3.	10.
4.	4.	4.	11.
5.	5.	5.	12.
6.	6.	6.	13.
7.	7.	7.	



## Grouping B (cabins located to right of Dining Hall)

<b>Oak (12 beds)</b> 	<b>Willow (12 beds)</b>	<b>Cedar (9 beds)</b> 	<b>Sumac (9 beds)</b> 
5 sets of bunks, 2 single beds	5 sets of bunks, 2 single beds	4 sets of bunks, 1 single bed	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>	<b>Acorn (4 beds)</b>	<b>Pinecone (4 beds)</b> 
4 sets of bunks, 2 single beds	2 sets of bunks	2 sets of bunks
1.	6.	1.
2.	7.	2.
3.	8.	3.
4.	9.	4.
5.	10.	

## Staff House (for adults only)

<b>Kitchen &amp; Living area and bathroom plus 3 bedrooms</b> (loft is off-limits)	
3 rooms, one side has 1 set of bunk beds with a double bed on the bottom and one single bed; other side has 1 room with a set of bunk beds with a double bed on the bottom, and a separate room with a single bed. (You must walk through the room with the single bed to get to the 3 <sup>rd</sup> bedroom). There is a kitchen with full size appliances and coffee maker and a living room with a woodstove. There is also a bathroom with a shower.	
1.	4.
2.	5.
3.	6.

### Conserve Energy!

- Turn off lights when not in use
- Turn down the heat during the day

### Checklist before departure:

- Please remove all personal belongings from cabins as early as possible (by 10:00 a.m.)
- Turn off lights & heat, close windows & door

Visit <https://www.campkawartha.ca/virtualtour/index.php> photos of the cabins.

## APPENDIX E: SUMMARY OF GROUP REQUIREMENTS

We require a copy of this page scanned and emailed to us at [weddings@campkawartha.ca](mailto:weddings@campkawartha.ca) at least **three weeks prior to arrival** or we cannot guarantee requests for equipment or specific buildings.

Name of Wedding Party: \_\_\_\_\_

Dates: \_\_\_\_\_ No. of people staying over: \_\_\_\_\_

**Cabins:** - ✓ check the cabins you wish to use and ensure that the cabins are as full as possible.

Help keep our costs (and rates) down - please use only the number of cabins necessary to accommodate your group size.

**Grouping A** – smaller cabins down the hill from the Dining Hall (total of 60 beds)

- |                                       |  |
|---------------------------------------|--|
| <input type="radio"/> Aspen (7 beds)  | <input type="radio"/> Alder (7 beds)   |
| <input type="radio"/> Maple (7 beds)  | <input type="radio"/> Elm (7 beds)     |
| <input type="radio"/> Balsam (7 beds) | <input type="radio"/> Pine (7 beds)    |
| <input type="radio"/> Spruce (7 beds) | <input type="radio"/> Poplar (11 beds) |

**Grouping B** – cabins to the right of the Dining Hall, closest to the bathrooms (total of 60 beds)

- |   |   |
|---|---|
| <input type="radio"/> Oak (12 beds)     | <input type="radio"/> Birch (10 beds)   |
| <input type="radio"/> Willow (12 beds)  | <input type="radio"/> Pinecone (4 beds) |
| <input type="radio"/> Cedar (9 beds / ) | <input type="radio"/> Acorn (4 beds)    |
| <input type="radio"/> Sumac (9 beds / ) |   |

**Grouping C** -- larger cabins closest to the left side of the playing field and Dining Hall (total of 33 beds)

- ☐ Hickory/Hawthorne Cabin (14 beds – 2 rooms w 7 beds each)
- ☐ Hemlock Cabin (13 beds, 2 areas)
- ☐ The House (bathroom, living space, kitchen – 6 beds)

**Meeting Rooms/Equipment** – ✓ Check those you wish to use.

☐ **Rotary Hall** (adjacent to Dining Hall - wheelchair accessible )

- |  |   |
|--|---|
| <input type="checkbox"/> Renting own chairs (delivery must be after 2pm Fri/pick up by 9am Monday)<br><input type="checkbox"/> Renting CK chairs (60 white plastic chairs at \$1 each plus HST) – No. _____<br><input type="checkbox"/> Projector (rental \$35 plus HST) | <input type="checkbox"/> Black-out curtains for windows<br><input type="checkbox"/> White Board (bring your own dry erase markers)<br><input type="checkbox"/> Flipchart Easel (bring your own paper & markers)<br><input type="checkbox"/> WiFi – ask CK Host for the password |
|--|---|

☐ **Classrooms** (not wheelchair accessible):

- |   |  |
|---|--|
| <input type="checkbox"/> Large Classroom (34' x 29' x 8' ceiling)<br><input type="checkbox"/> Small Classroom (24' x 29' x 8' ceiling)<br><input type="checkbox"/> Tables (5 folding tables 72" x 32")<br><input type="checkbox"/> Chairs (20+ chairs/\$1.00 each +HST) – No. _____ | <input type="checkbox"/> White Board (bring your own dry erase markers)<br><input type="checkbox"/> Flipchart Easel (bring your own paper & markers)<br><input type="checkbox"/> TV & DVD (located in large classroom) |
|---|--|

### Other

☐ Campfire Ampitheatre by the waterfront (\*\* Campfires must be fully extinguished by 11:00 p.m. /

**\*\* Kindling and wood are provided by the Camp – do not bring your own!)**

## **APPENDIX F(A): MENU SELECTION FORM**

**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.**

- Meals are served buffet style and are available for one (1) hour (breakfast and lunch) or 2 hours (brunch).
- We accommodate most food allergies and/or dietary needs. Our Kitchen Manager would be happy to discuss this with you.

**This menu selection sheet must be submitted a minimum of one (1) month prior to your arrival, (along with your list of food allergies/dietary needs) otherwise our kitchen staff will choose the menu for you.** Please contact the Camp if you have any questions or would like assistance in selecting meals for your group.

Name of Group: \_\_\_\_\_ Dates on Site: \_\_\_\_\_

Saturday Breakfast -- Number of participants = \_\_\_\_\_

**Breakfast Start Time:** ☐ 8:30 a.m.

**Meal Options – Choose one (1) of the following:**

- ☐ Scrambled Eggs (come with toast and hash browns)
- ☐ Pancakes (come with sausage or bacon)
- ☐ Quiche (vegetarian or ham and cheese)
- ☐ Continental (croissants, granola, yogurt, fruit, cereals, jams)
- ☐ We would like to add oatmeal as well

☐ We cannot decide! Please provide a suitable meal for our group based on the food allergies and dietary needs that we have provided.

Note: This meal is served with coffee and tea.

Saturday Lunch – Number of participants = \_\_\_\_\_

**Start time:** 12:00 p.m. Only (for one (1) hour)

**Meal Options – Choose one (1) of the following:**

- ☐ Grilled Cheese Supreme    ☐ Traditional Macaroni & Cheese    ☐ Super Chili w Garlic Bread/Rolls
- ☐ Soup/Salad/Sandwiches

☐ You can make a special request, but this must be discussed directly with the Kitchen Manager.

☐ We cannot decide! Please provide a suitable meal for our group based on the food allergies and dietary needs that we have provided.

Note: This meal is served with salad, cold beverage, tea and coffee.

Sunday Brunch – Number of participants = \_\_\_\_\_

Start time: 10:00 a.m. (for two (2) hours)

Meal Options – **Choose two (2)** of the following:

- ☐ Scrambled Eggs (come with toast and hash browns)
- ☐ Pancakes (come with sausage or bacon)
- ☐ Quiche (vegetarian or ham and cheese)
- ☐ Continental (croissants, granola, yogurt, fruit, cereals, jams)
  
- ☐ We cannot decide! Please provide a suitable meal for our group based on the food allergies and dietary needs that we have provided.

**Note:** Served with fruit, coffee/tea

**The following information is helpful to the kitchen staff in preparing an appropriate menu -- *teens will likely have a bigger appetite than adults!***

**Range of Ages:** \_\_\_\_\_ Children 12 & under    \_\_\_\_\_ Teens 13-17 years old    \_\_\_\_\_ Adults 18 & over

## **APPENDIX F (B): Food Allergies / Dietary Needs**

**(This is very important for our kitchen staff to know three (3) weeks in advance of your arrival.)**

Please list below any participant(s) with food allergies and/or special dietary needs (e.g. nuts/peanut allergy, lactose intolerance, dairy allergy, allergy to food coloring or additives (please specify color or additive), fruit or vegetable allergy, egg allergy (specify if this affects baked-in foods too) vegetarian, gluten allergy, no red meat, no pork, halal, diabetic, etc.).

**Note:**

- Special request items on the menu may take up to three (3) weeks to order so it is imperative that you relay this information in a timely manner.
- Those with special dietary preferences/needs e.g., celiac are welcome to bring their own supplies, but it is imperative that they adhere to our **NUT-SAFE policy** and discuss these needs directly with the Kitchen Manager three (3) weeks prior to arrival.
- We treat food allergies very seriously. If someone is simply avoiding certain foods, please do not list this as a food allergy.

<b>Name of Participant</b>	<b>Food Allergies / Religious Dietary Concerns</b> (be as specific as possible)



## **APPENDIX H: ALCOHOL PERMISSION CONTRACT**

If you would like to bring alcohol on site, you must abide by the following rules and regulations:

1. You **must obtain a "Special Occasion Permit" from the LCBO**. A copy of your permit must be provided to the office at least three (3) weeks before your event and the original must be posted in Rotary Hall during your event.
2. You **must obtain "Special Event Liability Commercial"** insurance for your event in the amount of \$5,000,000.00 liability, **naming Camp Kawartha as Additional Insured**. (e.g., RiskCan.ca) A copy of this permit must be provided to the office at least 1 month before your event.
3. Individual members of your group are **not** allowed to bring their own alcohol.
4. Consumption of any alcohol **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, as the organizer, are responsible for ensuring that these rules and regulations are adhered to and be the liaison with the CK Host.
6. All/any loud noise is prohibited between 10:00 p.m. and 7:00 a.m. the following morning.
7. The CK Host will monitor your event (including the use of alcohol) and ensure that your group complies with all rules as outlined here in our Wedding Planning Guide. The CK Host is authorized to contact the police if they feel 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, the Renter in charge of the group.

We/I, the Facility Renter \_\_\_\_\_ (first & last name) agree to the following:

- ☐ We/I, the Renter, agree to obtain a **Special Occasion Permit** from the LCBO and abide by its regulations.
- ☐ We/I, the Renter, agree to obtain **Special Event Liability Commercial Insurance** with \$5 million coverage and naming Camp Kawartha as *Additional Insured*.
- ☐ We/I agree that We/I are responsible for all charges associated with obtaining the above permits.
- ☐ We/I agree to follow all Camp Kawartha's rules and regulations as listed on the contract, the Wedding Planning Guide, and this alcohol permission contract.
- ☐ We/I agree that I, the Renter, 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, We/I understand that a Camp Kawartha staff member will provide a warning to us and to our group.
- ☐ If the group/person is still in contravention of these rules, We/I understand that the Camp Kawartha staff member, at their discretion, has the authority to contact the police.

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

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Camp Kawartha

## Release for Participation in Event, Program or Activity

(All Guests Must Agree to & Sign a Copy)

**WARNING – Please read carefully. By signing this document, you will assume certain risks and responsibilities.**

In exchange for participation in programming (the “Activity”), organized by Camp Kawartha located at 1010 Birchview Road, Douro-Dummer, ON, the undersigned (“Participant”) agrees as follows:

1. **Agreement:** This is a binding legal agreement. Prior to participating, a Participant (or a parent/guardian of a Participant under the age of majority) must acknowledge and agree to the terms outlined in this agreement.
2. **Voluntary Participation:** The Participant is participating voluntarily in the Activity.
3. **Risks:** The Participant understands that participation in the Activity involves inherent risks, including risk of physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent paralysis and/or death, and, by participating in the Activity, the Participant assumes all related risks.
4. **COVID-19 & Other Communicable Diseases:** The Participant acknowledges the contagious nature of COVID-19 & Other Communicable Diseases and voluntarily assumes the risk that they may be exposed to or infected by COVID-19 & Other Communicable Diseases by attending Camp Kawartha and participating in the Activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and death.
5. **Release:** The Participant releases Camp Kawartha and its affiliates, successors and assigns, officers, employees, representatives, partners, and agents (the “Releasees”), in their individual and/or corporate capacities from causes of action of any nature and kind, which the Participant may have against the Releasees arising out of or relating to any injury, loss or damage to person and property that may be sustained as a result of participation in the Activity. The Participant agrees to indemnify the Releasees against any and all claims, actions, lawsuits, damages, judgments, and costs or damages of any kind arising out of or relating to their participation in the Activity.
6. **Acknowledgment:** By signing this document, the Participant acknowledges they have read and understood this document, that they have signed the document voluntarily, and that this agreement is to be binding on themselves, and their heirs, administrators, personal representatives, executors, successors, and assigns.

\_\_\_\_\_  
Name of Participant (print)

\_\_\_\_\_  
Signature of Participant (if over 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Parent or Guardian  
(if Participant is under 18 - print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness