

# CAMP KAWARTHA Environment Centre

Located at 2505 Pioneer Road, Trent University

Camp Kawartha Main Office:

1010 Birchview Road, R.R. #4, Lakefield, Ontario, K0L 2H0

T: 705-652-3860 F: 705-652-1500 W: [www.campkawartha.ca](http://www.campkawartha.ca)

Email: [info@campkawartha.ca](mailto:info@campkawartha.ca)



## CAMP KAWARTHA ENVIRONMENT CENTRE RENTAL CONTRACT

**IMPORTANT:** To secure your booking, this completed contract and a non-refundable, non-transferable deposit (refer to Rates & Billing Procedures on back) must be received by Camp Kawartha. Failure to return this contract and deposits 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.

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date(s): \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Group Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Cost	Private Rental	Non-Profit Rental
Full Day 8:00 am to 5:00 pm	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150
Half Day 8:00 am to 12:00 noon 1:00 pm to 5:00 pm	<input type="checkbox"/> \$100	<input type="checkbox"/> \$90
Evening 5:30 pm to 9:30 pm	<input type="checkbox"/> \$100	<input type="checkbox"/> \$90

Please check which time slot(s) you are interested in reserving.

*Facility rentals are NOT subject to tax*

Rental Cost \$ \_\_\_\_\_

+ Staff Cost \$ \_\_\_\_\_

**Total Cost \$ \_\_\_\_\_**

Programming Staff : Program Requested: \_\_\_\_\_

(see back for details) # staff requested \_\_\_\_\_ x \$65 / shift (up to 3 hours)

What type of event will you be hosting? \_\_\_\_\_

How many people do you expect at your event? \_\_\_\_\_

Please check what items you will be using at your event:

- |   |   |
|---|---|
| <input type="checkbox"/> Prep Area (fridge, microwave)      | <input type="checkbox"/> 45 Mugs and 12 spoons                              |
| <input type="checkbox"/> Chairs (approx 55 available)       | (we encourage you to "lug-a-mug")   |
| <input type="checkbox"/> Tables (ten 6'x2' wooden)          | <input type="checkbox"/> Ceiling Mounted Projector Screen                   |
| <input type="checkbox"/> Coffee Maker – 36 cup              | <input type="checkbox"/> Black Out Curtains                                 |
| <input type="checkbox"/> 100 cup Percolating Coffee/Tea Urn | <input type="checkbox"/> Podium   |
| (we do not supply coffee/ tea, cream/ milk, sugar)          | <input type="checkbox"/> Wireless Internet Access (please ask for password) |

**These items are available for you to use Free of Charge, but you are responsible for the set-up and take-down of your event.**

Set-up and Take-down Staff Requested for \$25

**Photo Release:** do you give permission to Camp Kawartha to photograph activities during your visit? These photos may be used for promotional purposes (e.g. website photo gallery, brochures, camp fair displays, etc.) but no names will be used.

**Yes, permission granted**

**No, Photos Prohibited**

**I have carefully read and I agree that our group will abide by the terms and conditions of the Camp Kawartha Environment Centre Rental Contract.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For office use only: Date Contract & Deposit Received:* \_\_\_\_\_

# RATES & BILLING PROCEDURES

★ Please read all information carefully before returning your contract ★

- **Deposit:**

A non-refundable, non-transferable deposit (50% of rental fee) is required to secure a booking. A group's booking will not be secured unless the deposit **and** booking contract have been received. Please call the main office in Lakefield if you have any questions or concerns.

- **Catering:**

Renters may bring their own food or arrange for catering with a third party contractor.

(Contact our office for a list of suggestions and see nut-free note below)

*The Camp Kawartha Environment Centre is an unlicensed facility. Renters are responsible for obtaining all necessary permits.*



**\*\* 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 centre.**

- **Date Changes/Cancellations:** A change in booking dates will be allowed with a **minimum of 4 weeks' notice** (to allow time for a replacement booking to be found). Otherwise, the deposit will be forfeited and a new deposit and booking contract will be required to book new dates. There is no refund for cancellations.

- **Invoice:**

**Final payment is due in full within 10 working days of your visit.** Please pay with one cheque. NSF (Non-Sufficient Fund) cheques are subject to a \$25 administration fee.

- **Cleaning:**

Renters are responsible for leaving facilities as clean as when they arrived, this includes cleaning all materials provided by the Environment Centre (i.e. mugs, spoons). Since all wastewater goes through the constructed wetland **ONLY** use bio-degradable cleaners provided by the Environment Centre.

Additionally the Environment Centre does not receive curbside collection of garbage or recycling. Renters are required to remove any garbage accumulated over the course of their event from the Environment Centre.

- **Toilets:**

The Environment Centre features composting toilets which helps to conserve a great deal of water. It is worth noting to members of your group that visitors must sit to use the composting toilet as there is a closure and fan system specially designed to eliminate scent. Sitting on the toilet seat controls the opening and closing of the closure and the rotation of materials within the tank. Thank you.

- **Program Options:** (Ratio for Staff 15:1)

Initiative Tasks, Icebreakers and team building

Interpretive, Interactive hike through Trent Nature Areas

Informative Tour of the Sustainable, Innovative features of the Facility

A wide variety of custom programs designed to be age appropriate, educational and fun.

Available for children, youth and adults - ask us for more details.

**Note: your group will be billed for any required cleaning, missing items, and/or damage caused to our facilities and/or equipment during your visit.**