

APPENDIX E: SUMMARY OF GROUP REQUIREMENTS

We require a copy of this page faxed to us at (705) 652-1500 two weeks 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 - please use only the number of cabins necessary to accommodate your group size.

Group A: *cabins to left of Dining Hall (total 56 beds):*

- | | |
|---|--|
| <input type="checkbox"/> Algonquin (7 beds) | <input type="checkbox"/> Mohawk (7 beds) |
| <input type="checkbox"/> Huron (7 beds) | <input type="checkbox"/> Ottawa (7 beds) |
| <input type="checkbox"/> Iroquois (7 beds) | <input type="checkbox"/> Seneca (7 beds) |
| <input type="checkbox"/> Mississauga (7 beds) | <input type="checkbox"/> Siniwick (7 beds) |

Group B: *cabins to right of dining Hall (total 44 beds):*

- Oak (12 beds)
- Willow (12 beds)
- IODE (10 beds)
- Spurway (10 beds)

Group C: *cabins around perimeter of playing field (total 44 beds):*

- Estate Cabin (11 beds, 2 rooms, wheelchair ramp)
- BEL Cabin (14 beds, 2 rooms with 7 beds each)
- Gainey Cabin (19 beds, 3 areas)

Visit <http://www.campkawartha.ca/facilities/index.htm> for more info and photos of each cabin

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

- | | |
|--|---|
| <input type="checkbox"/> for use as lounge area | <input type="checkbox"/> Projector Screen - groups responsible for bringing their own projector |
| <input type="checkbox"/> for use as meeting hall | <input type="checkbox"/> Overhead Projector available for transparencies |
| <input type="checkbox"/> group will use benches from Dining hall for seating | <input type="checkbox"/> White Board - groups must bring their own dry erase markers |
| <input type="checkbox"/> group will rent chairs for seating | <input type="checkbox"/> Flipchart Easel - groups must bring their own paper & markers |
| <input type="checkbox"/> Wireless Internet Access Point | <input type="checkbox"/> TV/DVD/VCR |
- guests can bring their own laptops and access the internet

Classrooms:

- | | |
|---|--|
| <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"/> TV/DVD (located in large classroom) |
| <input type="checkbox"/> Chairs (approx. 70 cushioned chairs available) | |

Other Meeting Areas (available as small breakaway meeting space upon special request, approx 10-15 people each)

- Nature Room (Jack Frost Centre), please specify number of chairs required _____
- Trading Post, please specify number of chairs required _____
- Arts & Crafts Room, contains craft table & benches – all children must be supervised, and you must bring own craft supplies

Cabins/Buildings that are only available upon Special Request: (must be approved in advance by the Executive Director)

- Kiwanis Cabin (not properly insulated/winterized)
- O'Reilly Cabin (not insulated/winterized, woodstove only)
- Summer Camp Infirmary (green building by volleyball court) not available (not insulated/winterized)
- Bunkie Cabin (2 beds & desk) – may be in use by Outdoor Ed intern staff, please call for availability

Other - please ✓ check those you wish to use:

- | | | |
|--|---|--|
| <input type="checkbox"/> Campfire Circle by waterfront | <input type="checkbox"/> Woodstove in Rotary Hall | <input type="checkbox"/> Fireplace in Dining Hall |
| <input type="checkbox"/> Trail Maps | <input type="checkbox"/> Trail Guides | <input type="checkbox"/> * X-Country Skis, boots and poles (3-pin) |
| | | <input type="checkbox"/> * Snowshoes |

*** Please note that your group will be charged for any missing/damaged equipment ***

