Camp Kawartha Environment Centre

Located at 2505 Pioneer Road, Peterborough (By Trent University)

Camp Kawartha Main Office:
1010 Birchview Road, Douro Dummer
Ontario, K0L 2H0
Phone: 705-652-3860  Toll-Free: 1-866-532-4597
Fax: 705-652-1500
Website: www.campkawartha.ca

Organization:

Address:

City: Province: Postal Code:

Main Contact:

Phone: Ext: Fax:

E-mail:

Start Date: End Date: Group Arrival time: Departure Time:

Meeting Frequency Rate per Session

| Single Visit* | - Up to 4 hours - | $110 |
| 3-5 Visits* | - Up to 4 hour sessions - | $75 |
| 6+ Visits* | - Up to 4 hour sessions - | $55 |

Total # Visits: ______________ x
Cost per Session: $
Total Cost: $__________ **

* Number of visits is based on a 12 month period starting with your first meeting at the Centre. Our multiple rental rate is designed to accommodate monthly or quarterly meetings taking place after regular work hours (9am-5pm) or anytime during weekends; however, if you are interested in an earlier time slot please contact our main office as openings may become available.

- How many meetings do you plan on having in a 12 month period: ________________________
- How many attendees do you anticipate: _____________________________________________
- What frequency do you intend to have your meetings (e.g. every third Wednesday): ________________________

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

- Prep Area (Fridge, Microwave)
- Chairs (approx. 55 available)
- Tables (ten 6’x2’ wooden)
- Coffee Maker – 40 Cups
  (We do not supply coffee/tea, cream/milk, or sugar)
- Wireless Internet Access (Please ask for password)
- Cutlery, Plates, and Bowls (For up to 40 people) Please consider using our dishes opposed to disposable ones
- Projector and Screen
- Black Out curtains

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.

- The Centre will be tidy when you arrive, please ensure you leave it as you found it

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 and brochures) but no names will be used.

- Yes, permission granted
- No, Photos prohibited

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

Signature: Date: Date Received: __________
Rates & Billing Procedures

- Please read all information carefully before returning your contract

- **Deposit:**
  A non-refundable, non-transferable deposit (50% of total rental fee) is required to secure a booking. A group’s booking is not considered 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. Please note the Camp Kawartha Environment Centre is a nut-safe facility and unlicensed. **Renters are responsible for obtaining all necessary permits.**

- **Weddings:**
  Due to contractual obligations with Trent University, the Camp Kawartha Environment Centre is **not** able to accommodate weddings or wedding-related bookings. If you are interested in booking your wedding with Camp Kawartha please contact our main office in Lakefield for more information about renting our Birchview Road location.

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 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 as well as staffing). Otherwise, the deposit will be forfeited and a new deposit and booking contract will be required to book new dates. **Cancellations are non-refundable.**

- **Invoice:**
  Final payment is due in full within 10 business days of your visit. If paying by cheque please pay with a single cheque payable to Camp Kawartha. NSF (Non-Sufficient Fund cheques) are subject to a $30 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). 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 visit including any garbage/recycling accumulated during any Environment Centre programming.

- **Program Options:** (Ratio of Staff 15:1)
  - Team Building including initiative tasks and team challenges
  - Interactive Hike through Trent Nature Areas
  - Informative Tour of the facilities Sustainable and Innovative Features
  - A Wide Variety of Environmental Programs designed to be age appropriate, educational and fun (e.g. Traditional Skills, Outdoor Living, Nature-based/Acclimatization Activities)
  - Available for children, youth and adults – please contact main office for more information.

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

**Important:** to secure your booking, this completed contract and non-refundable, non-transferable deposit must be received by Camp Kawartha prior to arrival. Failure to return this contract and deposit will result in the booking dates being released and made available to other groups. Please keep a copy of this form for your records and **confirm all changes in writing.**

- I have carefully read and agree to abide by the above procedures.

  Signature: __________________________ Date: _________________ Date Received: _________________