

Rental Contract – Spring/Fall Cave Springs Camp

This document provides the overnight rental contract and information to help you determine which facilities, activities and staff you would like to reserve for your rental group. The contract is divided into 6 sections:

- A. Rental Dates Confirmed by Camp Director
- B. Your Contact Information
- C. Number of Registered Campers & Fees
- D. Camp Facilities & Fees
- E. Optional Activities
- F. Administrative Fees, Requirements & Policies

In this document, “Camp Director” is understood to mean the Director and his/her delegate.

After you have confirmed your Overnight Rental Request with the Cave Springs Camp Director, print and fill out this entire contract and send it with required documents including deposits and insurance policy to Cave Springs Camp Inc. Be sure to keep a copy for your records.

All forms and cheques should be mailed to:

**Cave Springs Camp Inc.
PO Box 115
Jordan Station ON L0R 1S0**

unless otherwise arranged with the Cave Springs Camp Director.

A. RENTAL DATES as confirmed by Camp Director:

Start Date: _____
Day / Month / Year

Departure Date: _____
Day / Month / Year

NOTE: Arrival time for a day rental is 8 a.m. and departure time is 5 p.m. Arrival time for an overnight rental is 3:00 p.m. and departure time is 11:00 a.m. the morning of the last rental date. Early arrival or late departure can be arranged with the Director at an additional cost.

Alternate arrival time arranged with Camp Director: _____ a.m./p.m.

Alternate departure time arranged with Camp Director: _____ a.m./p.m.

B. YOUR CONTACT INFORMATION (PLEASE PRINT)

Today's date: _____

Group/Family Name: _____

Affiliation (Organization or Business name): _____

Contact Person: _____

Last Name

First Name

Main Phone No.: _____ Alternate Phone No.: _____

Email address: _____

Mailing Address: _____

Number Street Name

Suite/Apt #

City

Province

Postal Code

C. NUMBER OF REGISTERED CAMPERS & FEES

There is a set fee of \$12 - 15 per person per night (adult or youth) depending on the total number of campers. This is payable at the time of arrival in order to only charge those using the space. However, we require the number of campers you expect for each night of your Overnight Rental at the time of your initial rental request, in order to comfortably accommodate your group. We recognize that some campers may be unable to attend, and new campers may be added, at the last minute. Please inform the Camp Director of any changes as early as possible.

Cave Springs Camp Inc. reserves the right to monitor the number of campers in attendance during your Overnight Rental.

Rate:

\$15 per person, per night (up to 80 campers)

No. of campers expected: _____ x \$15 = \$ _____ x _____ (# of nights) = \$ _____

\$12 per person, per night (80+ campers at time of rental)

No. of campers expected: _____ x \$12 = \$ _____ x _____ (# of nights) = \$ _____

Please note Cave Springs Camp can only accommodate ~100 campers in cabins. If your group is expecting over 100 campers, please contact the Director to make arrangements.

D. CAMP FACILITIES & FEES

All Rentals include the use of:

- the Camp, which includes
 - o camp grounds (including pond)
 - o chapel (with altar, lectern, chair seating for ~75 adults)
 - o pavilion (includes BBQ and picnic tables to seat ~100 adults)
- Hoxie Hall, which includes
 - o dining hall (includes up to 180 chairs auditorium style, or 15 tables with ~120 chairs)
 - o kitchen (includes use of 3 stoves, refrigerator/freezer, dishes, pots and pans, dishwasher, 2 stove tops, 1 commercial grill, microwave)
 - o 2 washrooms
- Six camper circle cabins sleep 10-12 children and 2 adults per cabin.

Flat Rate: \$300/day x _____ (# of days) = \$ _____

D. CAMP FACILITIES & FEES (continued)

Early arrival/late departure: \$150/each x _____ (# of times) = \$ _____

Please note the above charge will be applied even if early arrival/late departure is accidental.

- Director’s Cabin sleeps up to 4 with washroom (2 piece)
\$60/night x _____ (# of nights) =\$ _____
- Medical Cabin sleeps up to 5 with washroom (2 piece)
\$75/night x _____ (# of nights) =\$ _____
- Big House (sleeps 4)
\$40/night x _____ (# of nights) =\$ _____
- Motel (sleeps 5)
\$40/night x _____ (# of nights) =\$ _____
- Wee House (sleeps 2)
\$40/night x _____ (# of nights) =\$ _____
- 17C (sleeps 2)
\$40/night x _____ (# of nights) =\$ _____

Please note the above cabins are still subject to the \$12-15 overnight fee per camper.

Total Rental Facility fees (includes camper fees): \$ _____

E. OPTIONAL ACTIVITIES, PERSONNEL & FEES

Your Rental experience can be enhanced with optional sports and educational activities, including swimming, rope climbing, hiking and canoeing. Optional activities require trained staff to teach and/or supervise.

Check your Optional Activities & Personnel below:

HIGH ROPES

_____ **Ropes Course:**
Flat Rate: \$250/day x _____ (# of days) =\$ _____

_____ Ropes Instructors (2 required):
\$80 ea/day x 2 instructors = \$160 x _____ (# of days) =\$ _____

▶ Payable in cash to “Ropes Instructor”, in a separate envelope for each; to be given to the Camp Director at the time of your arrival, for distribution.

SWIMMING

_____ **Pool (when available, from June to Labour Day):**

Flat Rate: \$100/day x _____ (# of days) =\$ _____

Please contact the director 1 week in advance of your rental date to determine if the pool is open and available.

_____ Lifeguards (minimum 2 required; larger groups require 1 lifeguard for every 20 swimmers)

\$20 ea/hr x _____ (# of lifeguards = \$ _____ x _____ (# of hrs) =\$ _____

▶ Payable in cash to “Lifeguard”, in a separate envelope for each; to be given to the Camp Director on arrival, for distribution.

If you provide your own lifeguards, proof of qualification must be provided:

o 1 attending lifeguard must have a current Royal Life Saving Certificate (National)

o The second lifeguard must have minimum a current Bronze Cross

HIKING

_____ **Escarpment Trail Guide**

_____ Half Day (\$30)..... \$ _____

_____ Full Day (\$60)\$ _____

▶ Payable in cash to “Trail Guide/Instructor”, in a separate envelope; to be given to the Camp Director on arrival, for distribution.

CANOEING

_____ **Canoeing at Jordan Harbour**

Rate: \$20/first hour, \$10/each additional hour per canoe. A minimum of \$100 is required.

_____ (# of canoes) x \$20 (first hour) +

_____ (# of additional hours) x \$10 \$ _____

Lifeguards are not included in the above fee. If you require lifeguards, please see the cost for lifeguards in the swimming section.

Please note only 3 adults or 2 adults and 2 children are permitted in each canoe. Canoe rental is seasonal dependent. Please contact the director as to when canoes can be rented.

Total Optional Activity fees: \$ _____

Total = Rental Facilities fees + Optional Activities fees \$ _____

F. ADMINISTRATIVE FEES, REQUIREMENTS & POLICIES

If your rental request is available, the date will be tentatively reserved for you for no longer than two weeks following your notification to Cave Springs Camp staff. To confirm your reservation, we require the following to be submitted with your Overnight Rental Contract (or your tentative reservation may be cancelled):

- **Rental Deposit** : a non-refundable Rental Deposit fee of \$100 (small groups) or \$200 (large groups – over 40 campers). This amount will be deducted from the total fees.

Rental Deposit = \$ _____

- **Cleaning/Damage Deposit** : a separate, refundable Cleaning/Damage Deposit of \$200
 - o The Cleaning/Damage Deposit cheque will be held uncashed and returned to you at departure time if you have left the camp clean (as per your contract terms) and undamaged.

Cleaning/Damage Deposit = \$ **200.00**

- **Insurance Coverage** : proof of liability insurance must be provided at least 24 hours prior to the date of arrival.

- ▶ The liability must include naming “Cave Springs Camp Inc.” and “the United Church of Canada” as “coinsured” or “also insured” on the contract.
 - o Your proof of insurance can be emailed directly to Cave Springs Camp by your insurance provider.
 - o If you are unable to provide liability insurance coverage through your group’s or your personal home insurance policy, you can view PAL Insurance Brokers’ one-day event policies at www.palcanada.com. You can contact Cave Springs Camp’s insurance broker at Ackert Insurance Brokers Inc., to arrange coverage under PAL Canada. Please inquire with the Director about our current insurance broker.

CAMPING REQUIREMENTS

- We suggest that you bring tea towels, hand soap, towels, garbage bags and medical supplies; and an axe and firewood if you will be having a campfire (discuss with Camp Director when booking the camp).
- Picnic tables, if moved, must be returned to the MacIntyre Pavilion.
- Use of Niagara Escarpment – Do not destroy or remove any plants or wildlife. A bylaw prohibits use of the Bruce Trail after 8:00 p.m.

RESPONSIBILITIES AND CONDITIONS FOR RENTAL OF FACILITIES – Section A

- The person in charge of the Rental Group must report to the Camp Director or his/her designate at arrival, and before leaving.
- A responsible adult, at least 25 years of age, must be present and in charge of the renting group at all times.
- An adult must accompany a child or group of children, in the pond area.

- All persons using Cave Springs Camp shall comply with any instructions given them by the Camp official on duty, concerning their conduct or use of the facilities.
- It is agreed that the renting group or organization and individuals will have adequate insurance to cover their activities.
- All areas, buildings, equipment, and other property used by the Renting Group, shall be left clean, neat, and in an undamaged condition upon departure, to avoid additional charges. We have a Graffiti-free policy. If you have not met these requirements when you leave, you will forfeit your Cleaning/Damage Deposit.
- Parking Policy:
 - All vehicles must stay on the roadway, do not drive to the cabins as the septic system is located under this area.
 - When all supplies and equipment have been unloaded, all cars should be parked in the parking lot or in areas designated by the director.
- Alcohol Policy
 - Appropriate liquor licenses must be obtained to consume alcohol on the premises. This license must be shown to the Director prior to the consumption of any alcohol.

RESPONSIBILITIES AND CONDITIONS FOR RENTAL OF FACILITIES – Section B

- Fire arms, illegal substances and smoking on the premises are strictly prohibited.
- In order to preserve the natural state of our Camp: NO ONE SHALL:
 - Destroy, damage or remove any plant or wild life.
 - Erect tents or structures of any kind without permission.
 - Light fires, in other than designated areas. All fires must be attended and extinguished before leaving the area.
 - Infringe upon the neighbouring properties; explore caves or other historical areas without an N.P.C.A. guide. This includes the vineyards surrounding the camp. The vineyards are private property and not to be used by Cave Springs Camp Rentals.
 - Bring pets onto the camp grounds.
- Ropes courses are only available when qualified Ropes Instructors are in attendance.

RESPONSIBILITIES AND CONDITIONS FOR RENTAL OF FACILITIES – Section C

- The pool, maintained by Cave Springs Camp according to Government Standards, will be available for renting from ~June to Labour Day; weather permitting. Please inquire one week in advance to your rental date to determine if the pool is available for use.
- The Renting Group may request from us or supply their own lifeguard, one lifeguard for every 20 swimmers with a minimum of two lifeguards. One attending lifeguard must have a Current National Lifesaving Society Certificate. The second must have a Current Bronze Cross certificate at minimum. If the Rental Group cannot prove that the lifeguard is qualified, then the camp will provide lifeguards at a cost (see above for cost).
- The Renting Group shall assume responsibility for supervision and safety, regarding all pool activities.
- The lifeguard in charge of the pool shall close the pool if the water is not clear, and the BLACK DISK on the bottom of the Deep End cannot be seen.

Any deliberate or willful disregard of these regulations (Sections A – C) will automatically cancel the Rental Permit and result in immediate closure of the camp.

I agree to abide by the above conditions:

Signature of authorized signing authority: _____

Name & position of authorized signing authority for your group (PLEASE PRINT):

Name

Position

RENTAL APPROVED: _____

DATE: _____