

Girl Guides of Canada Edmonton Area Campsite Rental Check List (Non-Guiding Groups)

Task	Deadline:	Date completed:	Notes:
Return signed application form	Within 10 days of booking		
Paid booking deposit	Within 10 days of booking		
Submitted cleaning & damage deposit? \$500	60- 14 days before camp		
Arrange for site Orientation	Before you attend camp		
Return insurance verification to office	Min. 30 days before camp		
Check Alberta Fire Ban Site	1-2 days before camp		
Noted the need to bring own cleaning & paper products (including 1-ply toilet paper)			
Pick up keys & maintenance forms from office 3 rd Floor, 11055 107 th St. Edmonton	1-2 days before camp		
Report Camp numbers and return maintenance forms to office	1-5 business days after camp		
Return keys to office	1 – 2 days after camp		
Noted due date of Invoice			
Paid Invoice			
Received return of applicable portion of damage deposit			

Other items for your “to do” list: