



Girl Guides of Canada Edmonton Area Council

3rd Floor, 11055 107th Street, Edmonton AB T5H 2Z6

Phone: (780) 451-2263 Fax: (780) 453-1155

e-mail: Courtney@guidesedmonton.ab.ca

CAMP RENTAL APPLICATION EDMONTON AREA GUIDING

Application Date: _____

Unit Name: _____ District: _____

Applicant: _____ Phone: Res. _____ Alternate _____

Address: _____ City: _____

Province: _____ Postal Code: _____ E-mail: _____

TANGLETREES - Please circle the facilities you wish to rent

BUILDINGS: Aspen House / Poplar Wing / Spruce Wing / Redwood House

TENT SITES: Fir / Silver Birch / Wild Rose / Willow

Dates Requested: _____ to _____ 20____ Estimated # of Campers _____

Person in Charge: _____ Phone: Res. _____ Alternate _____

Person with **CAMP ORIENTATION*** _____ Date Orientation Taken: _____

Kitchen staff with Orientation (Poplar & Spruce): _____ Date taken: _____

CAMP ORIENTATION* refers specifically to an orientation session with the Girl Guides Edmonton Area Facilities Adviser at the specific camp you are wishing to rent. It is a requirement of our camp rental agreement for all groups that someone be in attendance at the camp who has had this orientation session. During the session, participants tour all the sites at the facility and are shown various emergency and maintenance procedures relating to buildings and equipment. **Cooks (kitchen staff) are required to have orientation as well if you are renting either Spruce Wing or Poplar Wing.**

This camp orientation is valid for a period of five years, and is now recorded as part of your iMIS record. If you are a frequent camper to our facilities, (Tangletrees or Sandy Lake Beach) re-orientation might be available through a phone interview with our Facilities Adviser.

CANCELLATIONS: To cancel a camp your group must forward **written** notice to the Bookings Manger at the Edmonton Area office.

Should this camp be cancelled **less than 60 days** prior to the date of camp:

- If alternative renters are NOT secured, **the minimum fee per night will be charged.**
- If alternative renters are secured, the booking fee minus the administration fee will be refunded.

If written notice of your cancellation is received **prior to 60** days before your scheduled booking, the booking fee that you initially paid, less the administration fee of \$10.00 will be refunded.

Changes **CAN** be made to your booking before the cancellation date with **written notice** to the Resource Coordinator. Camps are **NOT transferable** after the cancellation date.

******Cancellation date MUST be completed by renter******

Your cancellation date is the end of business day on _____ . () initial here

MAINTENANCE FORMS: Must be filled in upon arrival at camp and when departing site. Please note all deficiencies so they can be rectified in a timely manner, please only note maintenance items (dirty dishes are not maintenance items).

CAMP FEES: The **booking fee** is due within **10 days** of requesting a site, and the payment of this fee solidifies your reservation. If the booking fee is not received within the 10 days of the booking request, the site **will be released**. Should another party inquire about the site you have requested before the booking fee is paid, you will be given 24 hours to pay the booking fee, or the site will be released to the other party. Please note that the administration fee is non-refundable.

FINAL CAMP FEES: Within **5 days after your camp**, please contact the office with the **number of campers** attending your event, and we can promptly send you an invoice detailing your final fees. If attendance numbers are not received within the 5 days, an invoice will be issued for the **maximum** capacity of campers for that site. Any additional cleaning required by the Facilities Personnel will be charged out at \$25 per hour and may be issued in a separate invoice. Final fees are **due** within **twenty-one days** following your camp. **Any overdue accounts will be assessed a 5% late charge**, and any future bookings will be released.

KEYS and CHECK IN: Keys & Maintenance forms for the facilities that you are renting need to be picked up from your District Camp key holder. Check in time at the campsite 3:00 p.m. Check out time is 2:00 p.m.

GARBAGE SERVICE: There is a mandatory garbage service at Tangletrees. There is a sheet in each building explaining the garbage procedures. The fee is \$1.00 per camper per 3 day period, to a maximum fee of \$25.00 per building or tenting site.

EQUIPMENT RENTAL: Canoes and life jackets in assorted sizes are available on site. We do not guarantee that paddle and life jackets in all sizes will be available. Equipment cannot be reserved for specific times during your event. An amenable agreement would need to be negotiated between other campers on site for times of equipment use.

Guiding Units who want to use the canoes need to have their water activities approved through the Guiding Assessors.

Snowshoes are also available for use (stored in the shed). There is a nominal fee for using any of the equipment listed here. Rates are listed on the rental fee chart.

CAMPSITE RULES:

- All posted rules must be adhered to.
- **No Smoking or vaping in buildings.**
- **No pets** allowed anywhere on the property.
- **Fireworks** of all descriptions are banned via bylaw at our Tangletrees sites.
- All provincial/local fire rules are to be adhered to. Check <http://www.albertafirebans.ca> before your camp!

GIRL GUIDES OF CANADA – EDMONTON AREA ALSO RENTS THEIR FACILITIES TO NON-GUIDING GROUPS WHICH MAY INCLUDE MALES AND FEMALES. Please check with the Resource Coordinator at the Girl Guides Edmonton Area Office to see if this applies to your camp dates.

I have read and agree to the above:

Signature of Applicant



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TANGLETREES RENTAL FEES for EDMONTON AREA GUIDING

Campsite:	Aspen House	Redwood House	Poplar Wing	Spruce Wing	Fir	Silver Birch	Wild Rose	Willow
Administration Fee	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Booking Fee per night	\$16.00	\$30.00	\$60.00	\$60.00	\$20.00	\$20.00	\$20.00	~
Minimum Fee Per Night	\$32.00	\$126.00	\$162.00	\$162.00	\$72.00	\$72.00	\$48.00	\$25.00
Rental Rates (Per Person Per Night)	\$8.00	\$9.00	\$9.00	\$9.00	\$6.00	\$6.00	\$6.00	\$25.00 /group/day
Total Building Capacity / Number of Beds	8	28 / 26	36 / 30	36 / 30	36	36	24	

To confirm a booking you need to pay:

- An administration fee (Non-refundable) of \$10
- A booking fee calculated per night per building/site requested

The booking fee which your group initially paid to confirm the camp booking will be applied to the final camp fees calculated following your visit.

Your final camp fees will be calculated as follows:

Your camp fees will be calculated by the Edmonton Area office at the applicable per-person /per-night rate, unless that amount calculates to be below the "minimum fee per night" for the facility which you are using, in which case you will be charged the minimum fee/night. Depending on your occupancy, therefore, you will be invoiced either for the minimum fee per night OR a rate per person per night, not both. GST is not charged on rentals to non-profit groups.

Should you have any questions regarding your billing, please contact Hazel, our camp booking agent, at Hazel@guidesedmonton.ab.ca or by calling 780-451-2263.

Equipment Rental:

Canoes are \$10.00 per day per canoe. Snowshoes are \$0.50 per pair per day.

Phone Charges:

Please note that long distance calls, including calls to Edmonton, will be charged to your group.

Ask us about our camping facilities at Sandy Lake Beach!

Rate changes effective January 1, 2018. Prices subject to change without notice. GST 118938554

Items to Note When Camping at Girl Guides of Canada Edmonton Area Facilities:

OPERATIONS MANUALS

Each building and site has an Operations Manual that will aid you in the use and care of the facility/site rented. Each manual contains a list of emergency telephone numbers and an Emergency Response Plan, as well as check in and check out procedures.

GENERAL RULES

- Only the “facilities rented” are to be used by your group.
- Gate must be locked from **10:00 p.m. to 8:00 a.m.** Please coordinate locking of gate with others using site.
- Quiet time is to be observed by all campers from **11:00 p.m. to 7:00 a.m.**
- Park in designated areas only and not on grass or site areas. Campers must ensure roads are clear for emergency vehicles.
- There is a no smoking or vaping rule for all residences and buildings on site. Adults who smoke may do so outside residences/buildings and dispose of the butts in a safe manner. Please do not litter!
- Camps must be maintained in as natural condition as possible. Take only pictures.

SHARED FACILITIES

The trails and recreational equipment are to be shared by all campers. There may be campers both male and female on site and if so, you may need to negotiate with other campers how to share the wash house or bathroom facilities.

Depending on the facilities you are using and the time of year, other campers may require access to your facility for water, or, for telephone use in emergencies. Please be patient and work out with fellow site users how this can be done agreeably.

FIRES AND FIREWOOD

Wood in woodsheds is to be used only during inclement weather. Collect deadfall during camp and refill woodshed before leaving camp. All wood chopping must be done outside woodshed. Before you light a fire, empty the ash pail in the bush (scatter the cold ashes from the previous camp).

All fires must be small and in designated fire pits, fireplaces or patrol stoves on metal racks. Leave everything clean after your fire. Put cold ashes only in designated ash pail; keep cans covered. Please note that **fireworks** of all descriptions are banned via bylaw at our Tangletrees camp.

All provincial/local fire rules are to be adhered to.

Check <http://www.albertafirebans.ca> before your camp!

KITCHEN FACILITIES

- All tent sites are now equipped with a refrigerator.
- All refrigerators and freezers must be left empty, clean, plugged in and set at a designated setting.
- All buildings are equipped with small appliances, dishes, pots and pans. All must be left clean and upside-down.
- Residences have gas stoves. Tent sites have wood-burning stoves.
- The water to Aspen House and the tenting sites is shut off in the winter months. At Aspen, you can put water down the sink, as the drainage still works in the winter. You will need to get water from the washhouse and heat it on the stove. **DO NOT** try to plug in the hot water heater!

CLEAN-UP

You are responsible for your own clean-up. There is a complete list of guidelines in the camp manual at each site. Please dispose of garbage in the provided garbage shed, garbage fees are mandatory and will not be waived if you take your garbage home.

You are responsible for bringing your own supplies, including cleaners, bleach, paper towels, **one-ply toilet paper** and garbage bags. Dishwasher detergent is provided for applicable facilities.