



# Girl Guides of Canada Edmonton Area Council

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

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## **CAMP RENTAL APPLICATION OUT OF AREA GUIDING & SCOUTS CANADA**

Application Date: \_\_\_\_\_

Unit Name: \_\_\_\_\_ Area: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: Res. \_\_\_\_\_ Alternate \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **SANDY LAKE BEACH** - Please circle the facilities you wish to rent

BUILDINGS: **Trefoil House** / **Hilltop House** TENT SITE: **Bluebell (#1)**

TENT SITE: **Clover (#2)** / **Butterfly (#3)** / **Blue Jay (#4)** / **Sites 5 & 6**

Dates Requested: \_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_ Estimated # of Campers \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: Res. \_\_\_\_\_ Alternate \_\_\_\_\_

Person with CAMP ORIENTATION\* \_\_\_\_\_ Date Orientation Taken: \_\_\_\_\_

Kitchen staff with orientation (Trefoil): \_\_\_\_\_ 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. This camp orientation is valid for a period of five years, and is now recorded as part of your individual iMIS record if you are a member of Girl Guides of Canada. If you are a member of Scouts Canada, your name will be added to a database at our office for future reference. **Cooks (kitchen staff) are required to have orientation as well if you are renting Trefoil House.**

**CANCELLATIONS:** To cancel a camp your group must forward **written notice** to the Bookings Manager 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 \$15.00 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 completed 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).

**DAMAGE DEPOSIT:** A \$500.00 damage & cleaning deposit (no GST) is required and is due a minimum of 14 days prior to your camp event. The damage & cleaning deposit for Scout and Guiding groups will be held in trust, and returned to you following the inspection and approval of the camp Facilities Advisor, and upon the payment of all outstanding camp fees. You are responsible for your own cleaning. Any additional cleaning required by our Facilities Personnel will be billed out at \$25.00 per hour for two unclean areas and the entire deposit will be retained if three or more areas are left soiled. Rules and instructions for the use of camp facilities and required cleaning are stated in the Campsite Manual in the building or camp kitchen of the site that you are renting.

**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**. Within the 10 days, should another party inquire about the site you have requested and your booking fee is not yet 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 Resource Coordinator with the **number of campers** attending your event, and we can promptly send you an invoice detailing your final fees. If we do not receive attendance numbers within the 5 days, we will issue an invoice for the **maximum** capacity of campers for that site.

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 & CHECK IN:** Keys & Maintenance forms for the facilities that you are renting must be picked up from the Edmonton Area Guide Centre (3<sup>rd</sup> Floor, 11055 107<sup>th</sup> Street) on the day prior to your event. Check in time at the campsite is 3:00 p.m. Check out time is 2:00 p.m. Keys are to be returned no more than 3 days following camp.

**GARBAGE SERVICE:** There is a mandatory garbage service fee of \$1 per person for the camp (up to three days) to a maximum of \$25. **Only** bagged garbage can be disposed of in the designated shed- please see location map found on the website. Each building and tenting site is equipped with a recycling bin. Please empty the bins and take the recyclable items home.

**EQUIPMENT RENTAL:** 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. Snowshoes are available for use. 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 in buildings.**
- **No pets** allowed anywhere on the property.
- **Fireworks** of all descriptions are banned at our Sandy Lake Beach sites.
- All provincial/local fire rules are to be adhered to. Check <http://www.albertafirebans.ca> before your camp!
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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:**



**Girl Guides of Canada Edmonton Guide Centre**

3<sup>rd</sup> Floor, 11055 107<sup>th</sup> Street, Edmonton AB T5H 2Z6

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

e-mail: [Hazel@guidesedmonton.ab.ca](mailto:Hazel@guidesedmonton.ab.ca)

**SANDY LAKE BEACH RENTAL FEES for OUT-OF-AREA GUIDING**

Campsite:	Hilltop House	Trefoil House	Bluebell (#1)	Clover (#2)	Butterfly (#3)	Blue Jay (#4)	Site 5 & 6
Administration Fee (non-refundable)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Booking Fee per night	\$35.00	\$80.00	\$25.00	\$25.00	\$25.00	\$25.00	-
Minimum Fee Per Night	\$50.00	\$228.00	\$96.00	\$96.00	\$96.00	\$96.00	\$20.00
Rental Rates (Per Person Per Night)	\$10.00	\$12.00	\$8.00	\$8.00	\$8.00	\$8.00	\$20.00 per group per day
Total Building Capacity / Number of Beds	12/8	38	36	36	36	36	

The flat rate fee to rent the entire campsite is \$1000.00 per night. The booking fee is 30% of the flat rate fee.

**To confirm a booking you need to pay:**

- an administration fee (non-refundable) of \$15
- 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 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](mailto:Hazel@guidesedmonton.ab.ca) or by calling 780-451-2263.

**Equipment Rental:**

Snowshoes are \$0.50 per pair per day.

*Ask us about our Tangletrees camping facilities at Pigeon Lake, Alberta!*

**Rate changes effective January 1, 2018. Prices are 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 which contains a list of emergency telephone numbers and an Emergency Response Plan, as well as troubleshooting helps and 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 pm to 8:00 am. Please coordinate locking of gate with others using site.
- Quiet time is to be observed by all campers from 11:00 pm to 7:00 am.
- 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 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.

### **WATER NOTES**

The water to Hilltop and the tenting sites is turned OFF when there are no renters on site. Water can be accessed at Trefoil House. The switch to turn on the water pump is located in the furnace room just off the kitchen area. The switch is located on the left wall. Turn the switch on and in a few moments the noise will dissipate and water will be available. Please remember to turn the switch to “**off**” at the end of the camp. More complete information for this is available in the Camp Manual.

### **SHARED FACILITIES**

The trails and recreational equipment are to be shared by all campers. There may be both male and female campers on site so you may need to negotiate with other campers how to share the latrine facilities. In the winter months, water will need to be accessed at Trefoil House. Additionally campers may also need to access the telephone in emergencies. Please be patient and work out with fellow site users how this can be done agreeably.

### **LATRINES**

Latrines must be left clean and free of litter. Only human waste and **one-ply** toilet paper, brought with you, goes into the latrine. No cleaning solutions or water are to be poured down the latrine.

### **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 (not on the trails please). 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.

**All provincial/local fire rules are to be adhered to.**  
Check <http://www.albertafirebans.ca> before your camp!

### **KITCHEN FACILITIES**

- The refrigerator & freezer in the cottage are for the use of all campers not in residential buildings.
- 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.
- Don't forget if you use Hilltop during the winter, you need to keep emptying the bucket under the sink as that is your only drain. Pour grey water into the liquid disposal pit outside the kitchen door.

**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.