



# 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](mailto:courtney@guidesedmonton.ab.ca)

## 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: \_\_\_\_\_

### 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. **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 Poplar or Spruce.**

**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 your camp event:

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

**DAMAGE DEPOSIT:** A \$500.00 damage & cleaning deposit (no GST) is required and 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 cleanup. Any additional cleaning by Facilities Personnel will be billed out at \$25.00 per hour for two unclean area 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**. 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.

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 office (3<sup>rd</sup> Floor, 11055 107 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 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. 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 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*



## Girl Guides of Canada Edmonton Area Council

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)

### TANGLETREES RENTAL FEES - OUT OF AREA GUIDING

Campsite:	Aspen House	Redwood House	Poplar Wing	Spruce Wing	Fir	Silver Birch	Wild Rose	Willow
Administration Fee	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Booking Fee per night	\$28.00	\$52.00	\$80.00	\$80.00	\$25.00	\$25.00	\$25.00	~
Minimum Fee Per Night	\$44.00	\$168.00	\$216.00	\$216.00	\$96.00	\$96.00	\$96.00	\$30.00
Rental Rates (Per Person Per Night)	\$11.00	\$12.00	\$12.00	\$12.00	\$8.00	\$8.00	\$8.00	\$30.00 /group/day
Total Building Capacity /Number of Beds	10	28 / 26	36 / 30	36 / 30	36	36	24	

The flat rate to rent the entire campsite is \$1200.00 per night. The booking fee is 30% of the flat rate fee. The garbage fee for the flat rate is \$75 per 3 day period.

#### **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 this 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:**

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

#### **Phone Usage:**

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 are subject to change without notice.**

**GST 118938554**

Revised March 19<sup>th</sup> 2018

## **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 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.

### **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.

### **GARBAGE DISPOSAL**

There is a mandatory garbage service at Tangletrees. Please see your rental agreement for details.

### **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**

- The refrigerator & freezer in the cottage are for the use of all campers not in residential buildings.
- Label your food and store in your marked section of the freezer.
- 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 after the first weekend in October. 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. Don't try to plug in the hot water heater!

**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.