



# LICENSE AGREEMENT FOR THE USE OF GIRL GUIDES OF CANADA – GUIDES DU CANADA FACILITIES

## Sandy Lake Camp Application

### 1. The Licensor

Girl Guides of Canada – Guides du Canada as represented by:  
Edmonton Area Girl Guides

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(The local district or area having supervision of the facility – hereinafter referred to as the ‘Supervising Party’)

Contact Person: Facilities: Bev Wilson Bookings: Courtney Dininio Maintenance: Iain Reynolds  
Address: 3rd Floor – 11055-107 Street, NW  
Edmonton, AB T5H 2Z6  
Phone: EDM Area Guide Office: 780-451-2263  
Iain Reynolds: 780-940-6851

### 2. The Licensee

Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone(s): \_\_\_\_\_

### 3. The Facility to be Licensed

Facility Name: Bluebell  Clover  Butterfly  Blue Jay   
Hilltop House  Trefoil House

Contact Person: See Above (#1)

Address: Sandy Lake Camp-190 Lake Shore Drive, Sandy Beach, AB  
Legal Description-NE2-56-1W5M GPS-950-659 (Trefoil House)

Telephone(s): Trefoil House & Hilltop House 780-967-2028



Email Address: \_\_\_\_\_

If only a part of the facility is to be used, identify that part. (Buildings, site name(s), or site number(s). The part identified below, or, should no part be identified below, the whole facility, will be referred to hereinafter as the 'Facility'.)

\_\_\_\_\_  
\_\_\_\_\_

**4. Facility Emergency Contact Information**

Supervising Party (Licensor)

Emergency Contact Name: Iain Reynolds

Telephone (s): 780-940-6851

911 Emergency Service: YES  NO

Emergency Locator #: N/A

Other emergency services and telephone numbers (if 911 not available); for example: ambulance, fire, parking ranger, etc.

Enter Service Here: See Schedule "C" Page 2

Enter Service Here: \_\_\_\_\_

Directions to Facility: See Schedule "D"

Landmarks: N/A

**5. The activity or event which will take place at the Facility**

Group Leader(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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



Telephone(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose for using the Facility: \_\_\_\_\_

Estimated number of  
People in attendance: \_\_\_\_\_

Final number of people in attendance to be provided to the Supervising Party at least 24 hours prior to the Licensee's initial occupation of the Facility.

Is alcohol being consumed: YES  NO

(Provide a copy of the Special Occasion License – <http://www.aglc.ca/licenses/specialevents.asp>)

**6. Date and Time of License (Check-In time is 3PM, Check-out time is 2PM)**

Commencing: Arriving:  
\_\_\_\_\_  
DD MMM YYYY Time a.m. p.m.

Terminating: Arriving:  
\_\_\_\_\_  
DD MMM YY Time a.m. p.m.

The time period above referred to herein as the 'Term'.

**7. Fee – See Schedule 'A' attached**

A non-refundable booking fee (the Booking Fee) in the amount of \$TBD based on site is due at the time of applying to use the facility. A Damage Deposit of \$500 must be submitted no more than 2 weeks prior to occupation of the Facility.

The Licensee will pay a fee of \$\_\_\_\_\_ (TBD Based on #'s) the "Total Fee" to the Supervising Party.

**8. Provisions for Liability Insurance & Waivers**

Proof of Liability Insurance Coverage (the 'Certificate of Insurance') is to be presented to the Supervising Party prior to occupation of the Facility and must contain the following clauses:

- **Girl Guides of Canada – Guides du Canada listed as 'Additional Insured'**
- **Cross Liability Clause**
- **30 Day Notice of Cancellation**

Limit of Liability as follows:

- a) If the Facility is to be used for a family function and no alcohol is to be consumed at the Facility, the Limit of Liability must be a minimum of \$500,000.
- b) If the Facility is to be used for a corporate or organizational function and no alcohol is to be consumed at the Facility, the Limit of Liability must be a minimum of \$2,000,000.
- c) If the consumption of alcohol is allowed at the Facility, the Limit of Liability must be a minimum of \$5,000,000 and the policy must include a Host Liquor Liability Endorsement.
- d) The use of Girl Guide watercraft and related equipment is strictly prohibited unless the Licensor gives their express permission to use the equipment and each individual participant executes and delivers to the Licensor at least 24 hours prior to the Licensee's initial occupation of the Facility, a 'canoe and Equipment Rental Release & Waiver Agreement'.

#### **9. Grant of License**

The Licensor, acting through the Supervising Party, hereby grants a license to the Licensee to use the Facility for the Term in consideration of the payment by the Licensee to the Supervising Party of the Total Fee and in consideration of the presentation by the Licensee to the Supervising Party of the Certificate of Insurance, and all other documentation required by this Agreement.

#### **10. Further Provision of the License**

The Licensee agrees with the Licensor, acting through the Supervising Party:

- a) To protect, defend, indemnify and save harmless Girl Guides of Canada-Guides du Canada, its councils, groups, agents, servants, employees, officers and directors from all damages, claims, actions, suits or demands arising from or out of the License and the use of the Facility or equipment by the Licensee, its members, invitees or persons authorized or sponsored by the Licensee.
- b) To use the Facility and any equipment for which express permission has been provided to the Licensee by the Licensor only on the day or days and at the time or times mentioned on the face hereof and only in a manner which will not interfere with Girl Guides of Canada – Guides du Canada activities. The Licensee will deliver to the Licensor at least 24 hours prior to the Licensee's initial occupation of the Facility a detailed itinerary of their intended activities throughout the duration of the License.
- c) That alcohol will not be taken into or consumed at the Facility, except in accordance with the provisions of the Liquor Control and Licensing Act (RSBC) and the regulations thereto and any other Statute, Regulations or By-law thereto pertaining, as amended

from time to time. The Licensee accepts full responsibility for determining the specific requirements and for ensuring that all required documentation is completed and delivered to the Supervising Party at least 24 hours prior to the Licensee's initial occupation of the Facility. The Licensee must strictly adhere to the requirements of the Liquor Control and Licensing Act.

- d) To provide at all times supervision for persons participating in any activity carried on or sponsored by the Licensee, including all waterfront activities, which must be supervised by appropriately certified lifeguards.
- e) To see that the Group Leader (or Group Leaders) of the Licensee:
  - i. Is at the Facility from the commencement of occupation by the Licensee;
  - ii. Is the last person to leave the Facility;
  - iii. Checks to see that exit doors are closed and locked, all lights are turned off and all thermostats are properly adjusted;
  - iv. Check that all washrooms and the Facility general is in clean and proper condition;
  - v. Prevent any furniture, chairs or benches from being dragged across floors or damaging walls;
  - vi. Ensures all necessary lights, including outside lights, are on while the Facility is in use; and
  - vii. Reports any damage as soon as possible to Girl Guides of Canada – Guides du Canada.
- f) To pay for any damage by the Licensee, its members or persons sponsored by it to the Facility and equipment in such amount as may be determined by Girl Guides of Canada – Guides du Canada whose assessment of the amount shall be final.
- g) That Girl Guides of Canada – Guides du Canada, or any person authorized by Girl Guides of Canada – Guides du Canada, may inspect the Facility at any time and may stop any activity being carried out at the Facility, which in the opinion of Girl Guides of Canada-Guides du Canada, or such authorized person, may cause damage to the premises or its equipment.
- h) That neither Girl Guides of Canada-Guides du Canada, its employees or servants assume any responsibility for equipment or property lost, stolen or damaged, brought into or



**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: Courtney@guidesedmonton.ab.ca**

left in or on Girl Guides of Canada – Guides du Canada premises, including the Facility, whether by permission or otherwise.

- i) That Girl Guides of Canada – Guides du Canada or any person authorized by Girl Guides of Canada – Guides du Canada reserves the right to terminate this License Agreement if the Facility Rules and Regulations (which may be added by Schedule to this License Agreement) are not adhered to and the Group, Organization or Member of the Group or Organization conducts themselves in a manner which may present unsafe conditions for the Facility, Group, Organization, Members of the Group or Organization or other Occupants or Users of the Facility.
- j) All required permits, release waivers, insurance documentation and payment must be delivered to the Supervising Party at least 24 hours prior to the Licensee's initial occupation of the Facility.

**11. Assignment**

The Licensee shall not in any circumstances assign or attempt to assign this License Agreement or the balance of the Term thereof then remaining without the prior consent in writing of the Licensor.

**12. Schedules**

Schedule(s) A, B, C & D attached hereto shall form part of this License Agreement.



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**e-mail: Courtney@guidesedmonton.ab.ca**

**13. Execution**

The agreement set out above is hereby accepted by the Licensor and the Licensee.

**LICENSOR**

**GIRL GUIDES OF CANADA – GUIDES DU CANADA**

Per: \_\_\_\_\_

**Signature**

\_\_\_\_\_  
**Printed Name**

For the purpose of this License Agreement, I have authority to bind the Licensor.

**LICENSEE**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

I have read and understand the terms and conditions of the rental and agree to abide fully, be responsible for the provisions of the rental and have authority to bind the Licensee.



SCHEDULE 'A' FOR SANDY LAKE BEACH

(PRICING CHART AND INFORMATION FOR NON-GUIDING GROUPS)

Campsite	Hilltop House	Trefoil House	Bluebell (#1)	Clover (#2)	Butterfly (#3)	Blue Jay (#4)	Site 5 & 6
Administration Fee (non-refundable)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Booking Fee Per Night	\$40.00	\$125.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30/group per day
Minimum Fee Per Night	\$55.00 (5 campers)	\$266.00 (19 campers)	\$108.00 (12 campers)	\$108.00 (12 campers)	\$108.00 (12 campers)	\$108.00 (12 campers)	\$30/group per day
Rental Rates (Per Person Per Night)	\$11.00	\$14.00	\$9.00	\$9.00	\$9.00	\$9.00	\$30/group per day
Total Building Capacity/ Number of Beds	12/10	38	36	36	36	36	\$30/group per day

**To confirm a booking you need to pay: An Administration Fee (non-refundable) of \$25, plus GST, a booking fee calculated per night per building/site requested, plus GST, a Damage Deposit of \$500 (cheques made out to 'GGC – Edmonton Area')**

A Damage Deposit of \$500 is required no less than 2 weeks prior to occupation of the facility. This deposit is payable by cheque or cash only and is deposited. Upon all final camp fees being paid GGC Edmonton Area will issue a cheque to the Licensee. 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. GST will be adjusted accordingly.

**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. Please note that GST is added to all administration, booking, and rental fees. We do not charge GST to non-profit organizations; please ask how you can obtain this exemption.

Should you have any questions regarding your billing, please contact Ilena, our camp booking agent, at: [Courtney@guidesedmonton.ab.ca](mailto:Courtney@guidesedmonton.ab.ca) or by calling 780-451-2263. Prices are subject to change without notice. GST 118938554. Ask about our Tangletrees camping facilities at Pigeon Lake, Alberta!





## **SCHEDULE 'B'**

### **FACILITY RULES AND REGULATIONS**

#### **CAMPSITE RULES:**

- All posted rules must be adhered to.
- **No Smoking in buildings.** Please dispose of butts in metal cans at the campsite.
- **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.
- Only the 'facilities rented' are to be used by your group.
- Gate must be locked from 10:00PM to 8:00AM. Please coordinate locking of gate with others using site.
- Quiet time is to be observed by all campers from 11:00PM to 7:00AM
- 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.



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## **SCHEDULE 'C' FOR SANDY LAKE CAMP**

### **EMERGENCY RESPONSE PLAN**

**190 LAKESHORE DRIVE**

**SANDY BEACH, AB**

**PHONE: 780-967-2028**

Access to property is via the Summer Village of Sandy Beach, AB

Property includes 3 lake-front lots and fifty acres

Legal Description: NE2-56-1-W5M

GPS reading 950-659 (Trefoil House)

Ambulance, Fire, RCMP

# **911**

(Additional phone numbers posted on site)

EMT Response – 911

Arrival time for EMT's to Sandy Beach – from St Albert

30 minutes

Closest Hospital is in St Albert

From Lakeshore Drive turn East on Hwy 642

Turn South at Junction for Hwy 2 – continue into St Albert

Follow signs for Hospital



**SCHEDULE 'C'**  
**EMERGENCY PHONE LIST**

**Ambulance**  
**Fire**  
**RCMP (Emergencies Only)**

**911**

Morinville RCMP (24 hour Complaint Line)	780-939-4520
Sturgeon General Hospital (St. Albert)	780-460-6200
Poison Centre	1-800-332-1414
Fortis Alberta (for power outages)	780-310-9473
Ste. Anne Natural Gas Co-op Ltd	780-967-2246
Sandy Beach Store	780-967-5647
Maintenance – Iain Reynolds	780-940-6851
Edmonton Area Facilities Advisor-Bev Wilson	780-886-1012
<b>Edmonton Area Guide Office</b>	780-451-2263
<b>Edmonton Area Commissioner – Heather Monahan</b>	780-919-1519
<b>Sandy Lake Beach</b>	
Trefoil and Hilltop Houses	780-967-2028

**Long Distance Phone Calls**

Telephone is provided for emergencies only. You are responsible for long distance phone calls. Please inform the Edmonton Area Girl Guide Office of any calls you have made. You will be notified of charges when available. Payment is due within seven days of notification.

## SCHEDULE 'D'

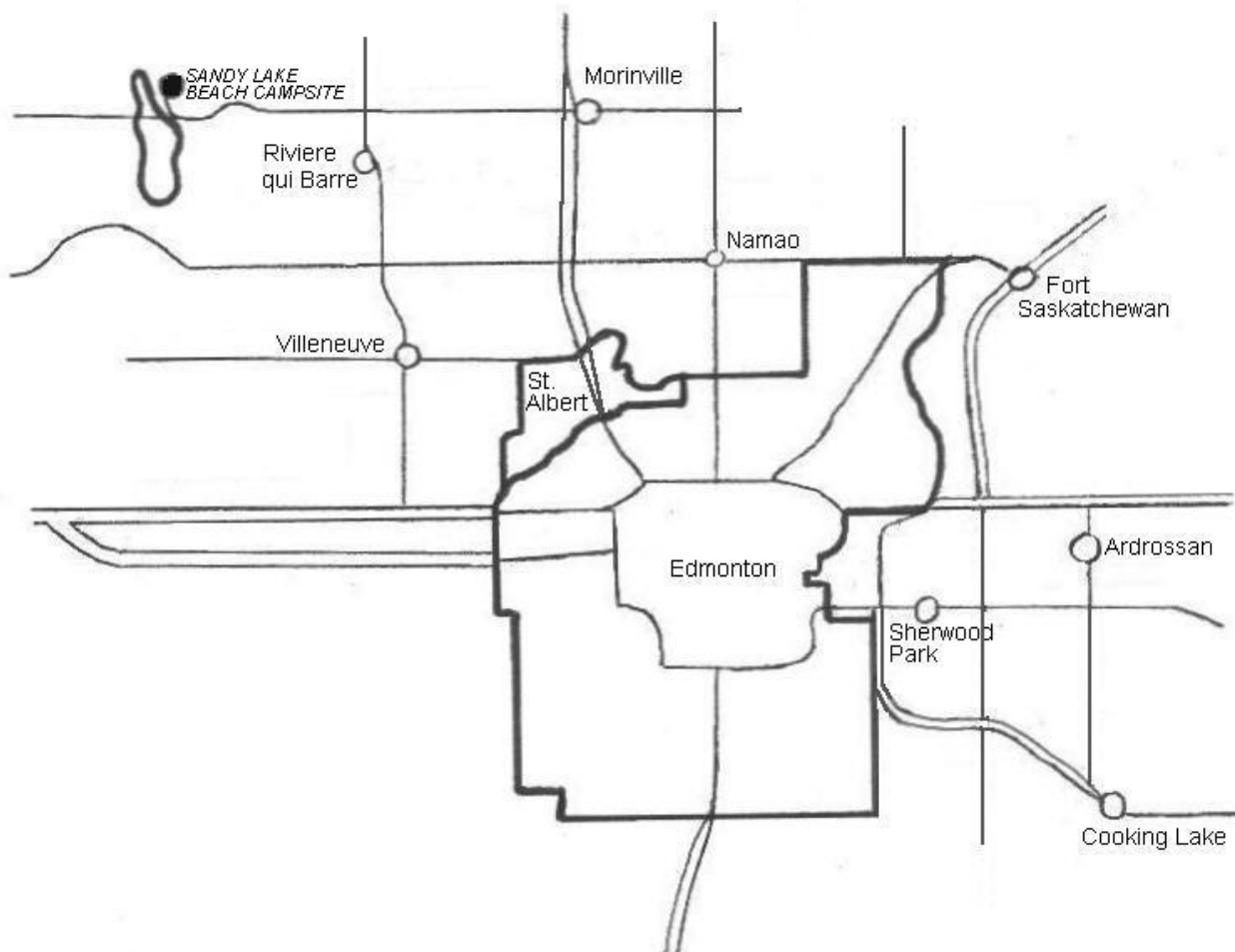
### Directions to Facility

License Agreement for the use of GGC

Facilities Revised – August 2016

### SANDY LAKE BEACH CAMPSITE

190 Lakeshore Drive, Sandy Beach, AB



**Turn right BEFORE lake.  
DO NOT CROSS CAUSEWAY.**