



CAMP CALEDONIA

Rental Policy

Camp Caledonia (hereinafter referred to as The Camp) is a facility owned by the Diocese of Caledonia and managed by the Camp Caledonia Advisory Board. The Camp is available to rent for recreational, cultural, community and private uses.

The Camp is located at 2818 Telkwa High Road, Telkwa, BC.

Correspondence and payment may be mailed to:
Camp Caledonia,
c/o Paulie Haines
P.O. Box 439
Telkwa, BC V0J 2X0

1. Facility Use

- a. Renter assumes full responsibility for loss, theft or damage caused by them to the Camp or equipment during the rental period.
- b. Camp equipment must remain within the Camp.
- c. The Camp is a non-smoking facility. Renter must ensure that smoking occurs only in the immediate vicinity of the garbage containers at the north end of the parking area.
- d. Alcohol use, apart from communion wine, is not permitted on Diocese of Caledonia property.
- e. Renter is responsible for returning the Camp to a clean and orderly state according to the clean-up instructions, whether issued verbally, in writing, or posted at various locations.
- f. Renter must provide Camp Caledonia with proof of insurance coverage in the amount of not less than \$2,000,000 and show the Diocese of Caledonia as an additional insured.
- g. Rental fees and refundable damage deposit are payable in full before admittance to the facility.
- h. The Camp buildings accommodate as follows:
 - Cookhouse/Dining Hall:** 80 people seated at tables in main dining hall, with an additional 40 on the mezzanine. There are 3 bedrooms with 9 beds on the lower floor. Men's, ladies' and handicapped accessible washrooms are located on the lower floor, as well as a washroom with shower. There is a handicapped accessible washroom on the main floor.
 - Flora's Place:** There are 6 bedrooms with a total of 12 beds. One bedroom is designed as handicapped accessible. There are two bathrooms with toilet, sink and shower. One is handicapped accessible with roll-in shower. The other has a tub/shower. There is a small kitchenette and dining/sitting area as well. Flora's Place is wheelchair-accessible.

Enid's Place: There are 2 bedrooms, one with a double bed, the other with 3 single beds. There is a 3-piece bathroom, a kitchenette and small dining/sitting area. (Available June-October).

4 Campers' Cabins: Each cabin has 6 bunk beds, for a sleeping accommodation of 12 per cabin.

Campers and motorhomes: May be parked on the grounds in areas designated by the camp caretakers. There are no hook-ups.

i. Grounds/campfires:

Fires are permitted only at the campfire site and only when an adult is present.

No matches, candles, lanterns, or mosquito coils are permitted in the cabins.

Fires must not be left unattended.

Last adult to leave fire pit area must ensure fire is extinguished.

Fireworks are not permitted at any time.

j. Waterfront: There is waterfront access which Renters use at their own risk. Camp Caledonia does not provide a lifeguard.

The swimming dock is not to be moved from its present location.

There is no boat launch at Camp Caledonia. Boats may be launched at Tyhee Lake Provincial Campground.

2. Bookings

a. Bookings are accepted up to one (1) year in advance.

b. Bookings will be accepted on a first-come, first-served basis.

c. Once bookings have been accepted, no bumping will take place except in extraordinary circumstances and after consultation with groups involved.

d. Bookings will be made through the Camp caretakers in accordance with policy.

e. A booking is confirmed upon completion of the Rental Agreement and payment of a non-refundable Booking Deposit of \$250 or 50% of the total rental fee, whichever is greater.

f. Payment is made to Camp Caledonia and sent to:

Camp Caledonia,

c/o Paulie Haines

Box 439

Telkwa, BC V0J 2X0

3. Cancellations

a. Cancellation following confirmation of a booking will result in forfeiture of the Booking Deposit.

b. At the discretion of the Camp Advisory Board, exceptions to the above may be considered and may include cancellations predicated by weather affecting travel, unforeseen and uncontrollable circumstances affecting the event organizers or principles associated therewith.

4. Schedule of User Fees

- a. Standard Rates: Overnight renters provide their own bedding and towels.)
- | | |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Entire grounds, all buildings, bathrooms (excluding Enid's Place) | \$300 per day weekdays \$375 per day weekends |
| (including Enid's Place, when available) | \$350 per day weekdays \$400 per day weekends |
| Kitchen and Dining Hall | \$275 per day weekdays \$375 per day weekends \$ 25 per hour (2 hr. min.) |
| Flora's Place | \$250 per day |
| Enid's Place | \$150 per day |
| Cabins and Bathrooms (sleepers bring own mattresses) | \$150/day/cabin |
| Grounds and Bathrooms | \$100 per day |
| Canoes | \$ 15 per day |

Rentals of 10 days or longer may be possible from time to time. Requests should be made to the Camp Caretaker. The rates and conditions will be negotiated by the treasurer of the Camp Caledonia Advisory Board and approved by the Board.

5. Damage Deposit

A refundable damage deposit of \$500.00 for Kitchen/Dining Hall; \$50 for Grounds and Bathrooms only; \$200 for all other venues in addition to the rental fee is due at check-in for each event at Camp Caledonia. Refund will be paid within 10 days if Camp Caretaker determines the camp has been left damage-free and appropriately clean. The cost of any unreasonable repairs or cleaning will be deducted from the damage deposit and in the event such expenses exceed the deposit, the Renter will be charged for the difference.

6. Rental Process

- Check-in time is noon on the day of arrival; check-out is noon of the final day. The Camp must be clean and ready for inspection by check-out time.
- Check in with the designated Camp Caretaker, who will ensure rental is paid in full, refundable damage deposit is paid, equipment usage instructions are given, and up to three (3) keys issued.
- Return keys and check out with Caretaker, who will conduct an inspection after checkout. If there is no damage and if premises have been left suitably clean, the damage deposit will be refunded within 10 days.

Camp Caledonia – General Clean-up Instructions

We trust that your event will be a complete success and that your damage deposit can be returned in full. Camp Caledonia must be cleaned and left in an orderly state according to the following conditions:

Chairs must be stored in the designated storage area.

Tables and benches must be neatly arranged as found or stacked by the wall as directed. Any paper tablecloths (and tape or staples used to affix them) must be removed. PLEASE BE AWARE THAT CERTAIN KINDS OF TAPE WILL REMOVE PAINT. DO NOT USE THESE KINDS OF TAPE.

Kitchen must be left clean, in the state in which it was rented. Dishes must be washed and dried according to posted instructions and stored in their designated cupboards; counters must be washed. Soiled linen should be washed and dried. The washer/dryer take 2 loonies per load. Please wash dish towels and cloths separate from rags used for cleanup. All appliances must be cleaned inside and out.

Wall/Ceilings: Any decorations attached to any part of the interior or exterior must be completely removed without damage to walls, ceilings or other finishes. Please take this into account when decorating for your function.

Floors: DINING HALL; All floors must be swept and washed. Instructions will be given at check-in.

ALL OTHER BUILDINGS; All floors must be thoroughly swept but not washed.

Garbage must be bagged and placed in outside bins, then taken away by the renters. Please do not overfill bags and do not put un-bagged garbage in the bins. Personal property must be taken out of the Camp at the end of your rental period.

Doors and Keys: It is the full responsibility of the Renter to ensure that all doors and windows are locked at the end of the event, and when no one is present. Keys must be returned to the Camp caretaker.

Exterior/Grounds must be returned to their pre-rental condition.

Damage: Any damage to the Camp or grounds during the rental period must be reported. Please also report any non-functioning equipment immediately to the caretaker.

Camp Caledonia – Clean-up Check List

In order to receive your damage deposit back in full, please complete the following tasks as appropriate for the building(s) rented. Janitorial supplies are in the small closets located at the entrance to the Girls' and Boys' washrooms.

| Location | Task | Done? |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------|
| <u>MAIN COOKHOUSE</u> | | |
| Kitchen | Clean grille with brick provided | |
| | Wash & dry all dishes used, accorded to posted instructions | |
| | Return all dishes and cutlery to assigned drawers/cupboards | |
| | Clean all appliances used, on inside and outside | |
| | Sweep and wash all floors as per instructions | |
| | Remove all garbage from the grounds | |
| | Wash soiled linen and return to designated drawers/cupboards | |
| | Wipe tables and counters | |
| | Turn off all small appliances. Note: on the commercial stoves do not turn off the oven temperature knob, only the on/off knob | |
| Bathrooms | Clean toilets, showers and sinks | |
| | Remove garbage from the grounds | |
| Main hall | Sweep and wet-mop floors | |
| | Remove all decorations, ensuring no damage to surfaces | |
| | Remove all staples, tape, paper, etc., used on tables | |
| | Remove all garbage from grounds and replace garbage bags | |
| | Ensure all windows are closed and locked | |
| | Stack tables and benches against wall unless told otherwise | |
| | Return chairs to mezzanine | |
| | Turn off lights and fans | |
| | Check for items left behind | |
| <u>ALL OTHER BUILDINGS</u> | | |
| | Bathrooms: clean all toilets, showers and sinks as per instructions | |
| | Wash and dry all dishes used, according to posted instructions | |
| | Return all dishes and cutlery to assigned drawers/cupboards | |
| | Clean all appliances used, on inside and outside | |
| | Sweep and wash all floors as per instructions | |
| | Remove all garbage from grounds | |
| | Wash soiled linen and return to designated drawers/cupboards | |
| | Wipe tables and counters | |
| | Turn off all small appliances, lights and fans | |
| | | |
| <u>GROUND</u> | Extinguish campfire | |
| | Replace canoes to storage area | |
| | | |
| <u>KEYS</u> | Return to Caretaker | |
| | | |

