



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
P.O. Box 147
Smithers, BC V0J 2N0

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

Box 147

Smithers, BC V0J 2N0

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

Standard Rates: *(Overnight renters provide their own bedding and towels.)*

	September to June	July to August
Entire Grounds, all buildings, bathrooms (including Enid's Place, when available)	\$500 per day	\$600 per day or \$3,990 per week
Canoes	\$15 per day	\$15 per day
Youth – Christian groups / Scouts / Guides / School Groups	\$400 per day	\$400 per day
RV Hook-ups	\$15 per day	\$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 and approved by the Camp Caledonia Advisory 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

- a. 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.
- b. 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.
- c. Return keys and check out with Camp 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?
MAIN COOKHOUSE		
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	
ALL OTHER BUILDINGS		
	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	
GROUND	Extinguish campfire	
	Replace canoes to storage area	
KEYS	Return to Caretaker	

Camp Caledonia Rental Agreement

The expectation of the Board of Directors is that all users of the facility will conduct themselves in a manner which is in accordance with Christ's teachings, showing reverence for all the natural surroundings, and love for one another.

At the time of booking:

I/We have read the "**Camp Caledonia Rental Policy**" and "**Camp Caledonia Clean Up Instructions**" and agree to abide by this contract.

I/We agree to indemnify Camp Caledonia and the Diocese of Caledonia from all claims, suits, actions or damages arising from use of the premises.

I/we attach proof of insurance coverage in the amount of not less than \$2,000,000 and show the Diocese of Caledonia as an additional insured. (Not applicable to one-person rentals.)

Name: (print) _____

Address: _____

Organization/Group _____

Phone No. _____

Alternate Contact Person: _____

Buildings Rented: _____

Number of persons to be accommodated: _____

Non-refundable Booking Deposit paid: \$ _____
(the greater of \$250 or 50% of the total rental fee)

Rental Period: _____ to _____

Signatures: _____
Renter Camp Caretaker

Date: _____

At Check-in:

Remaining rent paid: \$ _____

Refundable damage/cleaning deposit paid: \$ _____

Number of keys issued: _____

Date: _____

Renter's Initials: _____ Caretaker's Initials: _____