



**CAMP CALEDONIA**  
**Rental Agreement**  
*(Updated January 2023)*

Camp Caledonia (hereinafter referred to as **Camp**) is a non-profit facility owned by the Diocese of Caledonia and managed by the Camp Caledonia 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. The Renter must ensure smoking occurs only in the immediate vicinity of the garbage containers at the north end of the parking area. Bucket with sand is available.
- 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 fee, refundable damage deposit and cleaning fee are payable in full **before** admittance to the facility.
- h. The Camp buildings accommodate as follows:

**Hinchliffe Hall:** 80 people seated at tables in main dining hall, with an additional 10 on the mezzanine. There are 3 bedrooms with 4 beds on the lower floor. Men's, ladies' and accessible washroom are located on the lower floor, as well as a washroom with shower. There is an accessible washroom on the main floor.

**Flora's Place:** Has 6 bedrooms with a total of 7 beds. One bedroom is designated as accessible next to the washroom with a roll-in shower. The second bathroom has a toilet, sink and tub/shower. There is a small kitchenette and dining/sitting area as well.

**4 Cabins:** Each cabin has 6 bunk beds, for a sleeping accommodation of 12 per cabin. No matches, candles, lanterns, or mosquito coils are permitted in the cabins.

**Campers and Motorhomes:** May be parked on the grounds in areas designated by the Caretakers. There are no hook-ups available.

### **Grounds/Campfires:**

- Fires are permitted only at the campfire site and only when there are no fire bans. An adult must be present. Firewood is not supplied.
- Fires must not be left unattended.
- Ensure fire is extinguished when leaving the site.
- Fireworks are not permitted at any time.

### **Waterfront:**

- There is waterfront access which Renters use at their own risk.
- Camp does not provide a lifeguard.
- The swimming and canoe dock is not to be moved from its present location.
- There is no motorboat launch at Camp. Boats may be launched at Tyhee Lake Provincial Campground.

## **2. Bookings**

- Bookings are accepted up to one (1) year in advance.
- Bookings will be accepted on a first-come, first-served basis.
- Once bookings have been accepted, no bumping will take place except in extra-ordinary circumstances and after consultation with groups involved.
- Bookings will be made through the Caretaker in accordance with policy.
- A booking is confirmed upon completion of the Rental Agreement and payment of a non-refundable Booking Deposit is maximum of \$250 or 50% of the total rental fee. This deposit will be applied to the rental fee.
- Payment is made to Camp Caledonia and sent to:  
Camp Caledonia  
Box 147  
Smithers, BC V0J 2N0

## **3. Cancellations**

- Cancellation following confirmation of a booking will result in forfeiture of the Booking Deposit.
- At the discretion of the Camp 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. Damage Deposit**

A refundable damage deposit of 50% of total rental fee is due before check-in for each event at Camp. Refund will be paid within 14 days if the Caretaker determines the camp has been left damage-free and appropriately clean. The cost of 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 the difference.

## **5. 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 Caretaker, who will ensure rental is paid in full, proof of insurance is attached, refundable damage deposit and cleaning fee is paid, equipment usage instructions are given, and keys are issued.
- Return keys and check-out with Caretaker, who will conduct an inspection after check-out. If there is no damage and if premises have been left suitably clean, the damage deposit will be refunded within 14 days.

## Rental Fees—2023

Area	Fees	
	Year round per day	Total Cleaning Fee
Entire Grounds, all buildings, bathrooms	575	450
Youth—Christian groups/ Scouts/Guides/School groups/Cadets	450	100
Hinchliffe Hall only <i>(use of coffee maker, tea kettle, fixings, cups &amp; glasses)</i>	200	25
Hinchliffe Hall w Kitchen and basement	300	100
Hinchliffe Hall basement <i>(meeting room + bathrooms)</i>	200	25
Flora's Place (sleeps 7)*	225	65
Enid's Place (sleeps 3-4)	125	50
Cabins (sleeps 12 per) + Main Washrooms	50/day/cabin	25 each
Grounds and Main Washrooms <i>(basketball court, volleyball, swimming beach, docks, campfire)</i>	100	40
Canoes	15	n/a
Camping per vehicle	15	n/a
Tent camping	10	n/a

\* in 2022 changed from sleeping 12 to 7

--2-night minimum stay

--presently Enid's Place is only available July & August

--Rentals of 10 days or longer may be possible from time to time. Requests should be made to the Contact person. Rates and conditions will be negotiated by a sub-committee and approved by Camp Caledonia Board.

## **Camp Caledonia – General Clean-up Instructions**

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

### **Tables and Chairs**

- All tables, benches, chairs 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.
- **Do not drag** tables across the new floors or carpet. Ask a friend to help you move them.
- Tables, benches & chairs **do not go outside**. There are designated benches and picnic tables for outside use.

**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 and sanitized.
- Soiled linen should be washed and dried. The washer takes 2 loonies per load.
- All appliances must be cleaned inside and out.

**Walls/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. **Do not use any tape** on the walls as this pulls the paint off. There are bulletin boards you are welcome to decorate and use.

**Floors:** All floors must be swept or vacuumed and spills wet-mopped.

**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.

**Recycling bin** is available. We encourage you to recycle as much as possible and take away at the end of your event.

**Personal property** must be taken out of the Camp at the end of your rental period. 12 lockers with keys are available on site. See your Event organizer for a key.

**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 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 available in designated areas.

Location	Task	Done?
<b>Hinchliffe Hall</b>		
<b>Kitchen</b>	Clean grille with brick provided	
	Wash & dry all dishes used, according to instructions	
	Return all dishes and cutlery to assigned drawers/cupboards	
	Clean all appliances used, inside and out & return to designated area.	
	Sweep floors and wet-mop spills as needed	
	Remove all garbage and recycling from the grounds	
	Wash soiled linen and return to designated drawers/cupboards	
	Wipe all countertops	
	With the commercial stoves, do not turn off the oven temperature knob, only the on/off knob	
<b>Main Hall</b>	Sweep and wet-mop floors as needed	
	Remove all decorations, ensuring no damage to surfaces	
	Remove all staples, tape, paper, etc., used on tables	
	Remove all garbage and recycling from grounds	
	Ensure all windows are closed and locked	
	Stack furniture in designated area	
	Turn off lights and fans	
	Check for personal items left behind	
<b>Flora's Place</b>		
	Wash and dry all dishes used, according to instructions	
	Return all dishes and cutlery to assigned drawers/cupboards	
	Clean all appliances used, inside and out	
	Sweep and wet-mop spills as needed	
	Remove all garbage and recycling from grounds	
	Wash soiled linen and return to designated drawers/cupboards	
	Wipe tables and counters	
	Turn off all small appliances, lights and fans	
<b>Grounds</b>	Extinguish campfire	
	Replace canoes and lifejackets to storage area	
<b>Keys</b>	Return to Caretaker	

## Camp Caledonia Rental Agreement

The expectation of the Advisory Board is that all users of the facility will conduct themselves in a respectful manner.

### 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.)

Organization/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Buildings Rented: \_\_\_\_\_

Number of persons to be accommodated: \_\_\_\_\_

Non-refundable Booking Deposit: \$ \_\_\_\_\_ (maximum of \$250 or 50% of total rental fee)

Proof of Insurance Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_  
(50% of total rental fee)

Rental Period: \_\_\_\_\_ to \_\_\_\_\_

Signatures: \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Renter \_\_\_\_\_ Camp Caretaker

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

### At Check-in:

Ensure all paperwork & monies paid: \_\_\_\_\_

Date: \_\_\_\_\_ Keys issued: \_\_\_\_\_

Renter's Initials: \_\_\_\_\_ Caretaker's Initials: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_