

RENTAL POLICIES

CONFIRMING YOUR VISIT TO EVERGREEN

To confirm your reservation, we require a signed Booking Agreement and a reservation/damage deposit of \$200 for each night you've booked. Cheques should be payable to Camp Evergreen. No reservations will be held without a reservation/damage deposit.

Please ensure that the dates and arrival times on your Booking Agreement correct. Also, please read through this manual carefully before signing your Booking Agreement. Once you've signed your Booking Agreement, you are bound to the terms within this manual.

CANCELLATIONS

In the event that you cancel your booking less than 90 days beforehand your reservation/damage deposit is non-refundable. If a cancellation takes place within 90 days of your scheduled date and is for reasons other than weather conditions, your group will be charged 50 per cent of the expected income according to your original Booking Agreement. We'll give you the option of re-booking for an alternate date, however, you will be expected to meet a minimum of 50 per cent of the expected income of your original booking on that alternate date.

If cancellation occurs due to weather, we will try to reschedule your booking. If rescheduling is not possible, your deposit will be refunded in full. Cancellation due to weather must be a mutual decision between your group's contact person, who signed the Booking Agreement, and Camp Evergreen.

PAYMENT PROCEDURES

- You will be charged for the number of people present during the booked event or 80 per cent of the total number on your Booking Agreement, whichever is higher.
- An invoice will be issued before you leave camp. While we encourage you to settle your invoice at the conclusion of your stay, **final payment is due within 15 days of your departure date.** Interest at the rate of two per cent per month will be added to any unpaid account beginning 15 days after your departure date. A charge of \$30 will be levied against all NSF cheques.
- The balance owing on your statement must be paid with one cheque, or one credit card transaction, from your group.

DAMAGES

Once your group has departed, our staff will complete a post-group clean up and will note any damages. Your damage deposit will be refunded, after we have confirmed that no damages to Camp Evergreen's property have been incurred during your visit and your invoice has been paid. In the event of damages, if the cost of repairs exceeds the amount of your damage deposit, you will be invoiced for the balance within five days of your departure. If the cost of repairs is less than your damage deposit, you will be refunded the balance.

See item 6 in our Site Policies (page 4 of this manual) for additional information.

MULTIPLE BOOKINGS

Camp Evergreen is able to accommodate over 150 guests and we reserve the right to book multiple groups on any given day. In the event of multiple group bookings, we will develop a schedule that accommodates the requests and equal opportunity to each group, to the best of our abilities.

ACCOMMODATIONS

All of our overnight accommodations are winterized. Full washroom facilities are in the immediate vicinity of all accommodations, however only lodge accommodations have inside access to full washroom facilities. Please see the attached Retreat Planner for information on accommodation capacity in the lodge, cabins, and Mini-Lodge.

Guests are required to bring their own bedding and towels and are asked to keep all personal toiletries in their sleeping quarters. We ask that guests do not enter lodging or cabins other than their own sleeping quarters.

ACTIVITIES

- We are able to accommodate a maximum of 12 participants at one time at most activity options.
- Most activities require a minimum of 75 minutes per block.

- Availability of all activities is determined by weather conditions, staffing availability and may be influenced by other unforeseen circumstances. Availability of activities cannot be guaranteed.

ARRIVALS

We ask that you do not arrive on site earlier than the time stated in your Booking Agreement, unless you have spoken with our Guest Groups team in advance. Why? We'd like to meet your group as you arrive, prepared for you!

DINING HALL

- Meals are served buffet-style. Announcements will be made before we invite you for seconds; please wait for the invitation before going for a second helping.
- Guest groups are asked to return all dishes and cutlery to the dish bins and to wipe their tables after each meal. Guests will also be asked to stack chairs after breakfast and supper.
- One of our staff will say a brief grace before each meal. Thank you for respecting this.

ON SITE CONTACT

In order to provide an enjoyable and safe experience for our guest groups, Camp Evergreen assigns hosts to each Guest Group. Your hosts will greet you when you arrive at Camp Evergreen and will be available to help you with any questions that arise during your stay.

Cell service is limited but is the best way for people who are not on site to communicate with guests, as our office phones are not answered in the evening or at night. Bell and Telus customers will find the best cell coverage at camp in our main parking lot and in the playing field near the horse barn. Rogers customers will have a difficult time finding any service on our property.

A payphone is available in the boot-room of the lodge. It only accepts credit cards and calling cards.

Wifi is available in the dining room, but cannot be guaranteed.

SITE POLICIES

Our site policies are in place so campers and guests will be able to enjoy our camp and facilities for years to come. By observing the following policies, you will help us create a safe and positive atmosphere on site. Please be sure everyone in your group is aware of these policies.

1. Guest groups are responsible for meeting Federal and Provincial legislation and/or regulations and also any guidelines that are set out by their organization's governing body, as applicable.
2. Competent adult supervision (age 18 and over) is required in every cabin or any lodge room.
3. During meals, chaperones are expected to provide full supervision of the minor-aged guests.
4. Minors are not to be left unattended in sleeping quarters.
5. A chaperone must be present at each activity to supervise the group. Camp Evergreen staff will provide instruction and facilitate safe use of equipment but are not responsible for group behaviour.
6. During free blocks, minor-aged guests may make use the basketball pad/skating rink. However, such activities require the presence of a chaperone.
7. Guests under the age of 18 must wear helmets while skating and sledding. Guests age 12 and younger are required to helmets while biking on site.
8. Groups are required to leave the facilities they have occupied in the condition they were found upon arrival. Some light cleaning by groups will be required (i.e., sweeping out cabins, sanitizing mattresses and emptying garbage and recycle bins).
9. Use of activity areas is permitted only with authorization of Camp Evergreen staff.
10. Equipment must be used with due care and returned to its proper storage area immediately after use. Losses and/or damages must be reported to your host and paid for. Damage to, or loss of, Camp Evergreen property and/or equipment will be assigned a fine appropriate to the item that is damaged or lost.
11. Vandalism to Camp Evergreen property will incur a minimum fine of \$50/infraction. A higher fee may be charged depending on the extent of the damage and the time required to repair it.
12. Misuse of fire safety equipment (extinguishers, detectors, etc.) will incur a minimum fine of \$50 per piece of equipment misused.
13. Cabin raids, pranks, pillow fights, food fights and indoor water fights are not permitted.
14. All of our buildings and wooded areas are non-smoking. Smoking is only allowed in the designated location between the parking lot and Moose Junction General Store. Smoking outside of the designated area will carry a fine of \$25 per room, cabin, building or area.
15. Fires may only be built in designated fire pit locations and only under the supervision of Camp Evergreen staff. All fires must be completely extinguished before leaving.
16. Due to our insurance policy and our horses firecrackers or fireworks must not be used on site.
17. Cooking or the use of open flames, candles or incense in meeting or sleeping areas is not permitted.
18. To align with health and safety regulations, guest groups are never permitted to enter the kitchen or dish-pit and must wear socks or indoor shoes when in the dining hall.
19. Trees are not to be cut or injured in any way; do not pick or destroy any vegetation. No littering.
20. Camp Evergreen does not assume responsibility for personal property and vehicles on our premises. Lost items should be reported within 48 hours and if found, should be claimed within 10 working days.
21. Vehicles must be parked in the parking lot and cannot be taken past the parking lot unless staff permission has been granted. If you need help transporting your luggage to your accommodations, please ask our staff. They would be happy to help!
22. The use of motorcycles and off-road vehicles, including All-Terrain Vehicles and quads, on camp property is not allowed.
23. We are a nut and peanut aware camp. Please do not bring nut products of any kind to camp. If you bring nut products, including peanuts, to camp, please note that you may be charged a \$200 cleaning fee. In most cases, this will be deducted from your damage deposit.
24. We do not accommodate pets.
25. Camp Evergreen observes an on site quiet time from 11:00pm to 7:00am for all groups.