



Guest Group Manual

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Welcome from the Hospitality Director

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Thank you for choosing Camp Evergreen as the site for your upcoming retreat. We look forward to having you visit us and trust that, together, we can make your stay with us both enjoyable and encouraging.

If you have any questions or concerns please reach out to me!

Email: guestservices@camp-evergreen.com

Phone: 403-638-4230

Mailing Address: Box 492, Sundre, AB T0M 1X0



About Us

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Camp Evergreen is a place where faith is developed, fun is unavoidable and life-long relationships are forged. We desire to serve God wholeheartedly, to recognize that it's not by our own power, but by the power of God that people's hearts are changed and it's our role to live, work and play in an environment of celebration, love and hope!

Mission: Camp Evergreen is a place to connect, explore, and grow. We exist to see lives transformed by the power of Jesus.

Vision: Camp Evergreen aspires to be a place of restoration and adventure where all are invited to be inspired by creation, strengthened through friendship, and transformed in faith in our evergreen gateway to the Rocky Mountains.



Booking Checklist

- Review our Guest Group Manual.
- Submit your signed Booking Agreement, reservation/damage deposit and Retreat Planner.
- Determine and take care of your group's insurance coverage requirements.
- Be in regular communication with the Hospitality Director about the development of your schedule.
- Submit a final anticipated guest count at least one week prior to your arrival date.
- Submit your group's dietary requirements using the form provided at least one week prior to your arrival date.
- Have each person in your group complete Camp Evergreen's Acknowledgement of Risk / ~~Dietary~~ form. All attendees, including chaperones, must submit a Acknowledgement of Risk form prior to or upon arrival at Camp Evergreen unless prior agreements have been made.



What to Pack

When packing for your visit to Camp Evergreen, please be prepared for ALL types of weather. We've seen snow in June and temperatures over 30 degrees in October. So pack for hot sunshiny days and blizzard conditions! Don't forget to provide a packing list for every member of your group.

You'll want to remember:

- Bed linens (or sleeping bag) and pillow
- Personal toiletries, including shampoo and soap
- Towel and facecloth
- Water bottle
- Flashlight
- Indoor shoes or slippers (remember that you must wear socks or indoor shoes in the dining hall)
- A raincoat or poncho and rubber boots
- Close-toed shoes (required on all horse-related activities and climbing activities including zipline)
- Long pants (required on all horse-related activities)
- First Aid Kit, as well as any medications you may need





Confirming Your Visit to Evergreen

To confirm your reservation, we require a signed Booking Agreement and a reservation/damage deposit. Cheques should be payable to Camp Evergreen. E-transfers can be sent to accounts@camp-evergreen.com. We also accept credit card over the phone at 403-638-4230. No reservations will be held without a reservation/damage deposit. Please ensure that the dates and arrival times on your Booking Agreement are 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

A deposit of 15% of the expected invoice amount will be required two weeks after signing the booking agreement. If a cancellation takes place within 90 days of your scheduled date and is for reasons other than a weather event, you will be refunded your deposit amount. If a cancellation takes place within 60 days of your scheduled date and is for reasons other than a weather event you will be refunded 50% of your deposit amount. If a cancellation takes place within 30 days of your scheduled date and is for reasons other than a weather event you will forfeit your deposit. If a 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 and Camp Evergreen.

Payment Procedures

You will be charged for the number of people present during the booked event or 80 percent of the total number on your Booking Agreement, whichever is higher. Final payment of your invoice is due within 15 days of your departure date. Interest at the rate of 2 percent per month will be added to any unpaid accounts starting 15 days after your departure. A charge of \$40 will be levied against all NSF cheques.

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 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 and cabins

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.

Dining Hall

- Meals are served cafeteria-style and served by our staff. 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. It is our practice at Camp Evergreen to give thanks for the food that has been prepared for us and by doing so show gratitude. One of your hosts will
- lead a short prayer before each meal time. Socks or indoor shoes are required in the dining hall.

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 Hospitality Director in advance. Why? Because we'd like to meet your group as you arrive, and be prepared for you!

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. Wifi is available at the Welcome Centre but cannot be guaranteed. You may be able to enable your phone's wifi calling to ensure that you can receive calls and texts. Go to your phone's settings to enable this feature.

First Aid and Supplies

All of our program staff are certified with Standard First Aid with Level C CPR. The camp is equipped with basic first aid supplies however Guest Groups are required to bring their own medications (Tylenol, Advil, allergy medications, etc.) and to bring your own First Aid kit as well. An AED is located in the dining room. If your group is travelling by bus we recommend that you also consider bringing one personal vehicle in case of emergencies. While Camp Evergreen is only a fifteen minute drive to the Sundre Hospital, and ambulance transport is available, you may want to transport someone in your group for a minor injury. Camp vehicles and camp staff are not authorized to transport guests.



Guest Group Code of Conduct

As Camp Evergreen views it's grounds and facilities as sacred grounds – extensions of camp's Christian mission - we ask that, while on site, our campers, guests and visitors refrain from the following:

- Engaging in any behavior that is contrary to the Criminal Code of Canada, federal or provincial laws, or municipal bylaws Consumption of alcoholic beverages; Use of
- non-prescription or illegal drugs or drug products including marijuana; Using Camp Evergreen facilities for corporate religious, sectarian or cult practices, rituals or
- services that are contrary to Camp Evergreen's Confession of Faith; Using Camp Evergreen facilities to engage in, plan, promote or support activities that are contrary
- to or not in accordance with this Code of Conduct or the religious beliefs reflected in Camp Evergreen's Confession of Faith; Engaging in, or the on-site promotion of sexual behavior or activity, such as the use of pornography, that is contrary to or not
- in accordance with Camp Evergreen's Confession of Faith; Promotion of abortion or abortion-related activities; and Engaging in racist or discriminatory conduct or supporting or promoting racist or discriminatory viewpoints.
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The interpretation of the provisions of the Guest Group Code of Conduct shall be the sole prerogative of Camp Evergreen's Board of Directors and management. Any questions regarding their interpretations or application should be directed to the management at the earliest opportunity to avoid misunderstandings.

Camp Evergreen adheres to the Canadian Conference of Mennonite Brethren Churches' Confession of Faith; it is available on [our website](#).

Camp Evergreen reserves the right to exclude or terminate the stay of organizations, groups or individuals who breach the camp's Site Policies or whose goals, values, objects, or philosophy are, in the opinion of the Board of Directors and/or Camp management, contrary to Camp Evergreen's Guest Group Code of Conduct





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.

- 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. Chaperones are expected to provide full supervision of the minor-aged
- guests during meals and at all activities. Staff will provide instruction and facilitate safe use of equipment but are not responsible for group behaviour. Guests under the age of 18 must wear helmets while skating, sledding, and riding a bike on site. Groups are required to
- leave the facilities they have occupied in the condition they were found upon arrival, however, our staff will clean and sanitize the accommodations between guest groups
- (including sanitizing the mattresses) Use of activity areas is permitted only with authorization of Camp Evergreen staff. 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.
 - Vandalism to Camp Evergreen property will incur a minimum fine of \$50/infracton. A higher fee may be charged depending on the extent of the damage and the time required to repair it. Misuse of fire safety equipment (extinguishers, detectors, etc.) will
 - incur a minimum fine of \$50 per piece of equipment misused.
- Cabin raids, pranks, pillow fights, food fights and indoor water fights are not permitted All
- of our buildings and wooded areas are non-smoking. Smoking is only allowed in the designated location. Smoking outside of the designated area will carry a fine of \$25 per room, cabin, building or area. 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. Due to our insurance policy and our horses, firecrackers or
- fireworks must not be used on site. Cooking or the use of open flames, candles or incense in meeting or sleeping areas is not permitted. To align with health and safety regulations,
- guest groups are not permitted to enter the kitchen or dish pit area and must wear socks or indoor shoes when in the dining hall
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- Trees are not to be cut or injured in any way; do not pick or destroy any vegetation. No
- littering. 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. 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 The use of motorcycles and off-road vehicles, including All-Terrain Vehicles and quads, on camp property is not allowed. 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. We do not accommodate pets Camp Evergreen observes an on site quiet time from 11:00pm to 7:00am for all groups. Come ready for lots of fun, great food, and a memorable camp experience!
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Directions to Camp Evergreen

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From Calgary

- Take Highway 2 northbound.
- Turn west (left) at the Didsbury overpass, onto the 582 (exit #326).
- Go straight through a four way stop (intersection with the 2A). After going down a hill turn right at Zion Evangelical Missionary Church, to stay on the 582.
- Take the 582 for 27km, until you reach Highway 22. Turn north (right). Stay on Highway 22 for about 2km.
- Turn west (left) onto Bergen Road (TWP 320). Continue for about 9km.
- Turn south (left) onto Range Road 52 (it's a gravel road, next to the Bergen Cemetery). Proceed for 3km.
- Turn west (right) onto the Camp Evergreen driveway and follow it about 500m into the parking lot. We'll meet you at the Welcome Centre (cedar building, green roof).

From Red Deer

- Take Highway 2 southbound.
- Turn west (right) onto Highway 27, toward Olds.
- Stay on Highway 27, which takes you straight through Olds, for about 25km.
- Turn south (left) onto Highway 22, toward Cochrane
- Turn west (right) onto Bergen Road (TWP 320). Continue for about 9km.
- Turn south (left) onto Range Rd. 52 (cemetery is on the corner)
- Turn west (right) onto the Camp Evergreen driveway and follow it about 500m into the parking lot. We'll meet you at the Welcome Centre (cedar building, green roof).

Our civic address is 31404 Range Road 52
Our legal land description is SE ¼ 27-31-5 W5



Camp Evergreen Activities

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Activities led by our Staff

If your retreat includes activities led by Camp Evergreen staff please submit our [online retreat planner](#). Camp Evergreen provides qualified instructors for all activities except sports-based activities (volleyball, soccer, etc.). Please remember that many activities can only accommodate a maximum of 12 participants at one time:

Year Round Activities

All activities are subject to being postponed or cancelled due to extreme weather conditions (electrical storms or extreme cold).

- **Archery:** Test your Robin Hood skills at our archery range. We have both compound and recurve bows for all age groups. **Animal Game:** An outdoor educational game perfect for school groups or for large group fun. **Bouldering:** Our indoor Bouldering wall can be enjoyed by all ages **Climbing Wall:** Our eleven-meter outdoor climbing wall has multiple faces for a variety of challenges. **Disc Golf:** A flying disc sport using rules similar to golf. Play our course among the trees and learn what Disc Golf is all about. **Hatchet Throwing and Slingshots:** Aim for the targets and practice your slingshot and hatchet throwing skills. **Team Building:** One of the most popular activities for school groups and a must for guest groups whose main retreat objective is team building. Groups complete activities, puzzles and challenges together. **Low Ropes Challenge Course:** Work in teams of three to navigate across a series of ropes challenges low to the ground—a good team-building exercise. **Nature Studies:** Designed to enhance classroom curriculum. You can learn about the natural environment of Camp Evergreen and the surrounding area. **Bazooka Ball:** Similar to Nerf tag but uses larger foam balls with air-powered blasters. Play multiple types of games at our large outdoor arena. **Orienteering:** Learn to navigate our orienteering course using a compass. A favourite of scouting groups and school groups. **Survival Skills:** Guests will learn the fine art of shelter and fire building. A great choice for kids and teens.
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- **Wide Games:** Your entire group will like a bit of friendly competition as you play the Camp Evergreen classic Jug'n'Jog, Capture the Flag, the Animal Game, or many other fun games! **Wilson Ball:** A dodgeball style game based on the Israeli game Ga-ga ball and great for all ages. The more the merrier. A staff favourite. **9-Square-in-the-Air:** Keep the ball in the air and out of your square! Anyone can play.

Hangin' out with Horses

- **Equine Assisted Learning:** During an EAL session you will learn more about yourself and how to work and communicate as a team as you are guided through activities alongside a horse. **Mini Barn Petting Zoo & Horse Science:** All ages would be learning various aspects of horsemanship without actually getting on a horse. Depending on guest age and ease around horses participants may learn horse anatomy, grooming, parts of the saddle and other tack, how to saddle, tie and lead. Then spend some time interacting with our goats & Miniature Donkeys **Riding Ready (Arena Riding Activity):** This activity takes place entirely within our outdoor riding arena. Participants will learn about horse herd dynamics, how to safely lead and tie a horse, and the basics of western horseback riding. They will also have an opportunity to develop leadership and communication skills, all within a fun and safe learning environment. A great introduction to horses and horsemanship for all ages! **Pony Ride:** For kids ages 7 and younger. Ride the same horses the big kids get to, except a wrangler or parent will be leading the horse. A great introduction to horses for younger kids. **Trail Ride:** It's what Camp Evergreen is known for, and the number one activity chosen by guests. Our experienced wranglers will take you on a trail ride through our beautiful wooded trails. Great for beginners or experienced riders. For ages 8 and older.

High Ropes Challenge Course

For ages 8 and up. Don't worry, you're wearing a harness, helmet and tether. Choose from these five elements:

- **Balance Beam:** You and a friend try to balance the seesaw while six metres in the air! It's trickier than it looks!
- **Flying Squirrel:** Your teammates and our staff will lift you into the air for your own airborne experience.
- **Leap of Faith:** Climb a ten metre pole and jump as far as you can to tag the flag!
- **Vertical Playground:** Climb the structure, traverse across a single cable or the crazy bridge, and make your final descent on the zip line
- **Zip line:** Climb up the challenge course pole and let gravity bring you back down to earth on our zip line.



May Through September Only

- **Canoeing:** Our man-made canoe pond is great for children and families. Learn some canoeing basics and enjoy the peace of being on the water in nature. **Pond Study:** A good choice for grade five school groups and others who want to enhance their classroom curriculum. Lots of tadpoles, frogs and insects to be observed! Wear rubber boots.

Winter Exclusives

- **Snow Shoeing:** Trek along the endless trails on a snowy day. Great exercise for kids and adults!
- **Skating & Hockey:** Guests are encouraged to bring their own skates and sticks and helmets are required for those under 18 years old.

Evening Campfire Options

- **Yodel'n'Hum:** Let our staff lead you and your group in a rousing array of silly songs during your evening campfire time. No talent required! A fun option for students and scout/girl guide groups. **Classic Evergreen Campfire:** Our staff will lead your group in Christian worship songs and if you like one of our staff members will share a personal testimony or a short devotional. **Do-Your-Own-Thing Campfire:** Groups may also choose to enjoy an evening campfire with no programming by Camp Evergreen staff. _____





Activities Led by You

If your group is a “facilities rental only” please indicate if you would like to include any of these options so our staff can make the necessary preparations. WE ASK THAT ADULTS SUPERVISE THEIR CHILDREN AT ALL TIMES AT ALL ACTIVITIES.

- **Basketball:** In warmer weather our skating rink magically becomes an outdoor basketball pad. **Bouldering:** Our indoor Bouldering wall can be enjoyed by all ages. **Campfires:** We have a number of fire rings with seating for large or small groups. What's camp without sharing a few stories, songs and s'mores? **Croki-Curl:** Combine the fun of Crokinole and curling and you have croki-curl! Field Games: Our large playing field is perfect for Capture the Flag, soccer, running relays, or invent your own game. **Disc Golf:** Also known as frisbee golf, is a flying disc sport using rules similar to golf. Play our course among the trees and learn what Disc Golf is all about. **Hiking:** Camp Evergreen is situated on 480 acres of beautifully treed, rolling hills. The hikes aren't too challenging, but there are miles of pathways to explore! **Skating & Hockey:** A winter classic. Limited skates and sticks available so guests are encouraged to bring their own skates and equipment. Helmets are required by anyone 18 years old and younger. **Sledding:** We usually get a lot of snow in winter. Guests must bring their own sleds and safety equipment. Helmets are required for anyone under 18 years of age. **Snow Shoeing:** Trek along the endless trails on a snowy day. Great exercise for kids and adults! **Volleyball:** Challenge your friends on our lovely grass court. **Water Play:** The Fallen Timber Creek intersects our property, and in warmer weather it's a great place to dip your feet, splash around and cool off. Sandals or water shoes are recommended due to the rocky riverbed. A lifeguard is not provided. **Wilson Ball:** A dodge ball style game based on the Israeli game Ga-ga ball and great for all ages. The more the merrier. A staff favourite! **9-Square-in-the-Air:** Keep the ball out of your square and try to become the top dog! A fast-paced great for all ages. **Mountain Biking:** Guests must bring their own bikes as they are not provided. Enjoy our designated bike trails and pump track. **Soccer:** Get a game going in our playing field. We have two 6' x 10' goals. **Baseball:** Complete with a backstop and bases our playing field is a great place to play a friendly game of ball. Limited gloves available.

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Accommodations

Please note that this does not guarantee reservation of specified accommodations

- Lodge Rooms: 40-person capacity. Dorm style rooms: 6 rooms sleep 6 each, 1 room sleeps 4.
- New Cabins: 120-person capacity: 10 cabins that sleep 12 each. Two have barrier-free access.
- Traditional Cabins: 24-person capacity: 4 cabins that sleep 6 each. Some have barrier-free access.
- RVs: 8 sites with electrical hook-up. Water is available near the Welcome Centre.

Meeting Areas

- Activity Centre: 150 person capacity
- Dining Hall: 150 person capacity
- Heritage Room: 40 person capacity
- Conference Room: 15 person Capacity

Moose Junction General Store

We offer food, beverages, clothing, gift-ware, water bottles and sundry items. We accept cash, debit, Visa, MasterCard and e-transfer.

Final Numbers Allergies Dietary Considerations

We will require a confirmation of your anticipated final guest numbers and Food Allergy & Dietary Needs form at least ONE WEEK before your arrival date

Please indicate any additional needs your group may have by email. Most programming is available from 9:45AM until 5:00PM. Staff-led wide games and campfires are available until 8:00PM. While we will strive to accommodate each of your requests, Camp Evergreen reserves the right to amend schedules as required, based on staffing availability, weather conditions and unforeseen circumstances. Where possible, a Retreat Planner should be submitted to Camp Evergreen alongside your booking agreement.

Food Allergies and Dietary Restrictions

Camp Evergreen recognizes that some of our guests may have allergies or dietary needs. We will strive to make your stay as enjoyable as possible by providing meals that meet your dietary requirements. However, please recognize that Camp Evergreen does not have the ability to accommodate dietary preferences.

Camp Evergreen must receive your group's food allergy and dietary restrictions information a minimum of one week before your arrival date. We cannot guarantee that we will be able to accommodate requests that are submitted less than ONE WEEK before your arrival date. Ensure that you have listed ALL food allergies and dietary needs. If you need more space, please make copies of this form. Examples would include gluten, dairy, egg, or any other allergy as well as accommodation for religious requirements such as Halal. Please note that Halal is a specialty food order item and we cannot guarantee availability from our food suppliers. We reserve the right to substitute vegetarian in the case of supply issues.

**Individuals listed on our form will need to introduce themselves to Camp Evergreen's friendly kitchen staff at the first meal.





Food Allergies and Dietary Restrictions

Group Name:

Event Dates:

Contact Person:

Group Size:

Name	Food Allergies or Dietary Need	Severity/ Reaction

Email this page to: guestservices@camp-evergreen.com