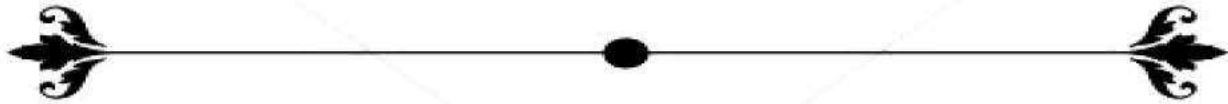


Green Wedding Planning Guide



Camp Kawartha

1010 Birchview Road, Douro-Dummer, ON K0L 2H0

Phone: (705) 652-3860 Fax: (705) 652-1500

Toll Free #: 1-866-532-4597

E-Mail: info@campkawartha.ca Website: www.campkawartha.ca

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Thank you for considering Camp Kawartha for your green wedding!

What makes a wedding green? By choosing Camp Kawartha, you are supporting award-winning environmental education for thousands of school children each year. You are also supporting initiatives like our “No Empty Bed” program which ensures that children from families in financial need have the opportunity to come to summer camp and develop a love of the natural world. You are contributing to the success of local farmers who supply our kitchen with delicious, nutritious food. Who knew that getting married could be so good for the environment? We’ve put this guide together to introduce you to our facility and try to answer any questions you may have. Of course we are always here to help so feel free to contact us by email registrar@campkawartha.ca or by phone 705-652-3860 or toll free at 1-705-652-3860 if you have further questions.

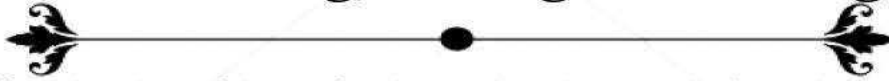
About Us

Camp Kawartha is a not-for-profit charitable organization dedicated to environmental stewardship. Our facilities are open year-round with school groups receiving outdoor education through the week, private groups renting the site on the weekends and a vibrant residential summer camp from mid-June to Labour Day. The site is available for weddings from September through the second weekend in June.

We offer an intimate, private and romantic setting **for up to 120 people**. When you rent Camp Kawartha for the weekend, you and your guests will have exclusive use of the entire 185 acre site located on beautiful Clear Lake in the Kawarthas. Take a hike on one of our beautiful marked paths or relax on the dock and listen to the waves lap the shore. If you have an active group, hire our staff to help guests do the “flying squirrel” on the high ropes or use the climbing wall (see Programming Options on page 10). There’s something for guests of all ages and abilities to enjoy at Camp Kawartha.



Decorating, Dining & Dancing



Our **DINING HALL** with its beautiful stone fireplace and windows overlooking Clear Lake can accommodate up to 100 guests for a sit-down meal (120 if overflow seating is used). The lakeside 30' x 15' deck off the dining hall is a great place to get some air and enjoy the night sky. Use our tables and benches as they are or rent chairs and linens to dress it up. The dining hall can be used throughout the weekend for guests to wind down together (play cards, board games etc.) and bond as a group.



Features of the dining hall include:

- Seating for 100 guests comfortably for a reception with both a head table and buffet table.
- Overflow seating in Rotary Hall, for a maximum capacity of 120 guests
- New pine floors with inlay design.
- Washroom facilities.
- Interior dimensions: 30' wide x 55' long; 8' high ceiling
- 14 tables 72" long x 28" wide; 8 tables 45" x 45" (normally used in pairs)
- 40 wooden benches (offers seating for 6 at each table)
- Wheelchair accessible, (no accessible bathroom, sorry)

YOUR DECOR

We encourage couples to express their unique personalities by decorating with removable items. We have installed small hooks in the ceiling for hanging decorations. Many couples use white twinkle lights to great effect. Please keep in mind that chairs, table linens, napkins, stemware and china must also be rented if desired.



ROTARY HALL is a bright, bright open concept lounge area, connected to the dining hall and perfect for your reception or as a back-up ceremony location. It is a comfortable area for your guests to kick back and relax any time during your stay. Many couples use this area as a dance floor and bar area.



Features of Rotary Hall include:

- Environmentally friendly straw bale building interior dimensions: 39' wide x 34.5' long
- Cathedral style vaulted wood ceiling, large windows
- Cement floor with large area carpet which can be removed
- Couches (four 2-3 person couches, two single person couches)
- 22 wooden cubes, which double as small end tables or seats
- Woodstove for cozy ambience
- Upright piano
- Wheelchair accessible
- Projector screen (bring your own projector), TV/VCR/DVD, blackout curtains, wireless internet

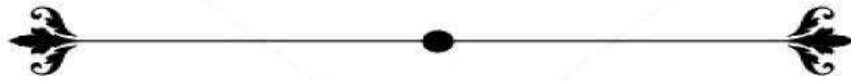
The two **CLASSROOMS** (large and small) are carpeted and ideal to use as wedding party change rooms.

- Carpeting with bright sunny windows
- Coat racks for hanging your wedding garments
- Large mirrors

****Note: classrooms located on second floor and therefore are not wheelchair accessible****



Accommodations



CABINS

As you might expect at a Camp, overnight accommodations are simple and rustic. We have an eclectic mix of 18 cabins to choose from. Each is equipped with either bunk beds, single beds or double beds (The House cabin only). Each contains vinyl covered mattresses, heaters and safety equipment such as smoke detectors and fire extinguishers and is located within proximity of central washroom facilities and most are winterized. Let Camp Kawartha office staff help you choose the right cabin for the right season. It is suggested that you nominate an individual to act as an accommodation coordinator. He/she will prepare a cabin list and post it on the Dining Hall bulletin board so that your guests will know their designated sleeping arrangements upon arrival. Guests must provide their own bedding.



THE “HOUSE”

If the Bride and Groom are looking for a private and personal location to spend their wedding night, the “House” is available to them free of charge. This is the only cabin which offers a cozy woodstove in the living area, a double bed, kitchen and bathroom. Breakfast in bed is always an option! If you do bring your own extra food to prepare, please ensure that it is nut-free. Some basic kitchen equipment is provided.



Cermony Spots and Photo Ops

There are numerous lovely sites at Camp Kawartha to say your vows and take photos. Whether it is lakeside, field side or inside, we have the ideal location to reflect your individual tastes and personality. Here are just a few of the beautiful locations available:



Food, Glorious Food



IN-HOUSE CATERING

Our talented kitchen staff will prepare your meals with the utmost attention to any special dietary requirements (please provide at least 3 weeks before the wedding) and will uphold our environmental mandate: to serve **fresh, natural, healthy, nutritious and locally-sourced products.**

KITCHEN RENTAL AND OUTSIDE CATERERS

If you would like a special wedding dinner, beyond the scope of our standard menu (see Appendix G), we have provided a list of local caterers (see Green Wedding Links on pg 11). An additional \$250 kitchen useage fee applies if the kitchen is used by anyone other than our staff. Caterers must agree to adhere to our **NUT-SAFE policy** for the safety of our other guests.

RULES & PROTOCOLS

If you choose to prepare your own meals, your group's cook must arrange an in-service visit with our kitchen staff, in order to become familiar with the proper use of our commercial-grade equipment and protocols for cleanup. Some of our generalities are as follows:

- **You must provide ALL your own food supplies including coffee, tea, condiments, seasonings, spices, etc. (no camp food or condiments to be used, your group will be invoiced for any camp food supplies/condiments used)**
- **A non-refundable kitchen usage fee of \$250 will apply if the kitchen or any kitchen items (plates, cutlery etc) are used for the group.**

**** Please note that because we are a nut-safe facility, IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS. We strongly request that you read all food labels carefully to insure that no nut products or products containing traces of nuts are brought into the camp. This includes coconut, nutmeg, or anything with the word 'nut' in it.**

SUPERVISION

For groups cooking their own meals please ensure there is adult supervision in the kitchen at all times for both food preparation and dish washing. **Children are not permitted in the kitchen area for safety reasons.**

Arrival and Departure



TOURS

Site tours are available Monday-Friday 9-5 and can be easily arranged in advance with our main office.

ARRIVAL

On the weekend of your event, your organizer(s) should arrive at 5pm on Friday evening for a sit-down orientation session with a member of our staff members who will go through a checklist of our facilities policies and general protocols. This will only take approximately 20 minutes of your time and if need be an alternative time can arranged in advance.

Your wedding guests may begin arriving at 5pm on the Friday evening or later depending on how much set up is required. If you need an earlier set-up time please contact our main office as we have school groups at our Education Centre until 2pm on Fridays and need sufficient time for our staff to clean and prepare for your arrival.

SET UP

Please keep in mind that we are a modest, not-for-profit organization with limited staff. It is highly recommended that you assign teams of friends or family to take on functions such as organizing cabin assignments, printing and distributing site and trail maps and itinerary, decorating, set up, tear down. Chairs, benches, tables and couches will need to be moved around depending on how you plan to use the space. One bride gave me this advice to pass along “assemble a team with various skills, strength and heights”.

PARKING

Our on-site parking lot can accommodate between 20-30 vehicles if parked effectively. If the lot cannot accommodate all vehicles then guests will be permitted to park out of harm's way on the road opposite to the facilities entrance driveway. We recommend car-pooling whenever possible in regards to the parking lot and in-keeping with the Green wedding theme.

DEPARTURE

Weekend guests must depart by 2pm on Sunday afternoon. If you are also making use of our accommodation facilities, please be sure to remove all personal belongings from the cabins by 11am in order to allow our cleaning staff to prepare for our next set of visitors and do a basic tidy-up using checklist provided. (See Appendix E)

EMERGENCY STAFF

We will provide at least one staff member to stay on-site for the duration of your stay. They will be reachable by cellphone at all times in case of emergency or for basic assistance (orientation, supplies such as light bulbs, washroom refills etc.). They are there to protect your guests, the camp and to uphold bylaws and rules and regulations outlined in the guide. They are not available to help set up, tear down, serve food or clean up.

Confirming Your Booking

A completed wedding contract (Appendix H), a refundable \$250 damage deposit as well as a non-refundable \$1000 deposit are due before a date may be confirmed. An additional installment (the balance of the base rental fee) is due 2 weeks prior to your booking.

Three weeks before your arrival, Appendix D (Summary of Group Requirements) needs to be filled out and returned to us. At this point the menu and numbers must be finalized and special dietary needs of guests submitted.

Optional Activities For A Busy Bunch

Give your guests an extra-special wedding experience by offering some of our specialty activities. We have highly experienced and qualified staff available for hire to run a variety of activities at a cost of \$75 per staff/2.5 hour shift. The number of staff required depends on the activity chosen and safety ratios. Programming options include archery, cooperative games, snow shoeing, cross country skiing, guided hikes, waterfront and ropes.

WATERFRONT ACTIVITIES

The ratio for waterfront staff is 2 guards to every 25 swimmers and at least 2 guards must be on post at all times. The watercraft equipment (canoes, kayaks, sailboats, windsurfers), and waterfront in any season is off limits unless you have reserved appropriate staff to supervise.

ROPES COURSES / CLIMBING WALL / ARCHERY

The ratio for the wall and ropes course and archery is 2 staff members for 5-15 participants. The ropes course, climbing wall and archery areas are not to be used unless our qualified staff is present for both safety and liability reasons.



Health and Safety

EMERGENCY PROCEDURES

On arrival night please discuss with the group, your emergency procedures. Please review our emergency procedures. The nearest hospital, the Peterborough Regional Health Centre, is approximately 45 minutes away. An ambulance can be on site in 15 to 25 minutes. In addition, there is an AED (automated external defibrillator) unit in the dining hall to the left of the fireplace.

Organizers should consider getting emergency contact and health information from attending individuals in case of an accident or incident.

When orchestrating an event you may also want to consider having a first aid kit available and at the disposal of your guests. However, we do have a large first aid kit in our main Rotary hall. There are also first aid kits in our main office and Outdoor Education office.

Our Policies

BE RESPECTFUL OF OUR NEIGHBOURS, PLEASE KEEP NOISE DOWN!

The main camp area is bordered on both sides by private residences. Our neighbors are very supportive of Camp Kawartha. It is vital that we show them the utmost consideration by respecting both their privacy and their need for peace and quiet. An onsite staff person will monitor noise levels and if they are excessive, you will be provided with one verbal warning. If excessive noise levels persist, the police will be contacted.

- **All loud activities/music must be curtailed and kept indoors between 11:00 pm and 7 a.m.**
- **The Camp does not have an in-house sound system.**

ENVIRONMENTAL POLICY

Camp Kawartha strives to promote an ethic that fosters respect and concern for all living things. The random picking of flowers or intentional damage of flora and fauna is prohibited. In certain circumstances, arrangements can be made for groups interested in special educational projects. The project must be discussed with the Executive Director prior to your group's arrival on site. Also participants should note that while we try to control poison ivy, this plant can be found in certain locations on our property so it should be noted upon arrival (leaves of 3 let it be).

PLEASE CONSERVE ENERGY!

Please help us to conserve energy! We ask for your help and support by ensuring that doors are closed tightly, lights are turned off, and heat is turned down to low when cabins are temporarily vacant during the daytime. The same applies to the dining hall, Rotary Hall, classrooms, or other buildings when not in use and upon departure.

HELP US KEEP COSTS DOWN

We ask each group to do their part in leaving our facilities tidy and clean, and left in the same condition as they were found. By doing your part, you can help us keep cleaning and maintenance costs down, and ultimately help keep rates reasonable.

DAMAGES / MISSING ITEMS

Please note that your group will be charged for any damage caused to our facilities during your stay, this includes any buildings (dining hall, kitchen, cabins, washrooms, classrooms, etc.), as well as the natural environment. Your group will also be charged for any missing or damaged items, and equipment, or excessive cleaning costs resulting from your use of our facilities.

SMOKING

Smoking is **NOT** permitted in any building. We request that you **restrict all smoking to the parking lot only and well away from any building entrances or windows**. Please use the cans provided for cigarette butts.

ALCOHOL

We are **not** a licensed facility. Alcohol is **not** permitted at Camp Kawartha unless you have a Special Occasions Permit as well as P.A.L (Party Alcohol Liability Insurance). See Appendix F for more details.

FACILITIES/DINING HALL/ROTARY HALL/CLASSROOMS

Please keep all food and drinks off all carpeted areas, as well as keeping food out of the classrooms. Please remove your outdoor shoes/boots in the Rotary Hall, dining hall and carpeted classrooms – you may use indoor shoes or slippers

WASHROOM FACILITIES AND SEPTIC SYSTEM

Please ensure taps are turned off completely & toilets are not left running, or they will deplete water levels. Please note that our water system recycles between 2-3am, which means there will be no water available during that time.

- Put all brown paper towels, wrappers, tampons, pads, etc. in the garbage – do not flush down toilets
- Scrape leftover food from dishes into the compost pail or into the garbage, and not down the sink.
- Dispose of all fat drippings into a can and then place the can in the fridge (will be disposed in garbage once it solidifies). **DO NOT** put fat drippings down the sinks.

ACCOMMODATIONS

Guests are responsible for bringing their own bedding. Food and drinks are strictly prohibited in the cabins, as it poses a health risk to guests with allergies and food crumbs will attract insects and animal occupants! Water bottles are OK.

KITCHEN RENTAL/KITCHEN EQUIPMENT

Please observe proper hygiene in kitchen, (i.e. **NO** sitting on any counters); do not use kitchen for any other purpose than cooking as it contaminates surfaces.

And finally, ****PETS are NOT PERMITTED**, in order to prevent damage inside buildings and on the grounds, and to avoid adverse reactions in guests allergic to cats and dogs.**

Green Wedding Links



Planning a Green Wedding

www.davidsuzuki.org/what-you-can-do/green-your-wedding/all-the-little-details-of-your-eco-wedding-day/?gclid=CKaVu- RjK4CFbAEQAodTXaXfg

<http://greatgreenwedding.com/>

<http://wedding.theknot.com/real-weddings/green-weddings.aspx>

http://www.canadianliving.com/life/green_living/how_to_have_a_green_wedding.php

Plantable Invitations and Stationery

www.botanicalpaperworks.com/catalog/wedding-collection

Environmental Wedding Favours

www.weddingfavours.ca/c/ECO/Made+in+Canada.html

www.treebeginnings.ca

Local Caterers

Franz'

<http://www.franzs.com/>

Black Honey

<http://www.blackhoneydesserts.com/>

The Cheese Shop

http://www.thecheeseshop.ca/catering_menu.html

BE Catering

<http://www.becatering.com/weddings/>

Wedding Planners

www.swankyevents.ca

Sound Systems

Creative Audio – Anthony Record – 705-977-2087

Tent and Chair Rental

Kawartha Tent & Table (D.J. services also available)

705-745-4663

Create Shade

www.createshade.com

APPENDIX A: DIRECTIONS / MAPS

Camp Kawartha
1010 Birchview Road, Douro-Dummer, ON K0L 2H0
Phone: (705) 652-3860 or Toll-free: 1-866-532-4597

From Peterborough:

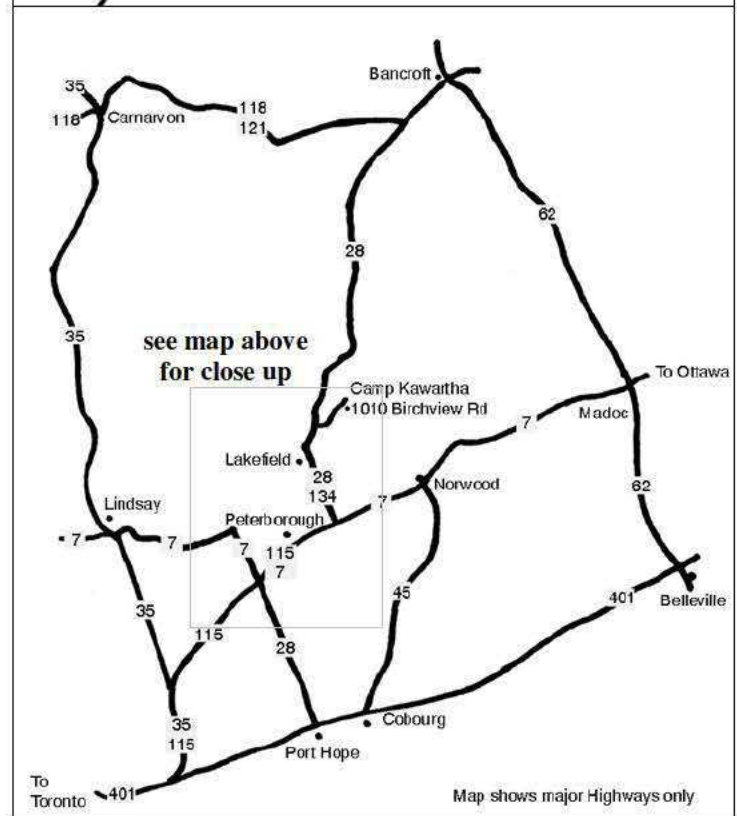
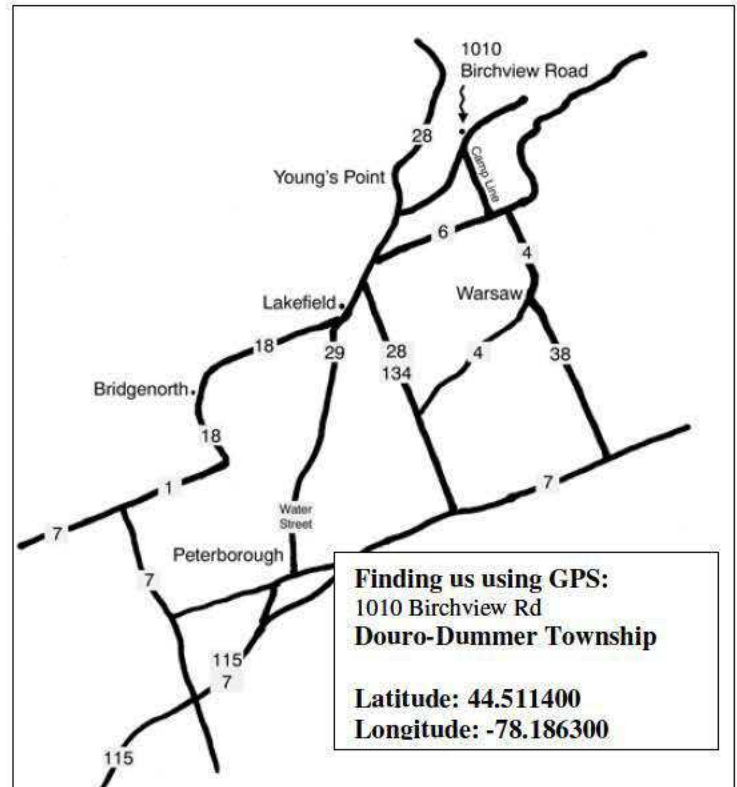
- travel north on Water Street/County Road 29 towards Lakefield
- continue on County Road 29 through Lakefield (the road becomes Highway 28 just north of Lakefield) for approximately 5 km (if you get to Young's Point you went too far north)
- turn Right onto Birchview Road
- the camp is 7 km on the left, indicated by a sign for Camp Kawartha Outdoor Education Centre

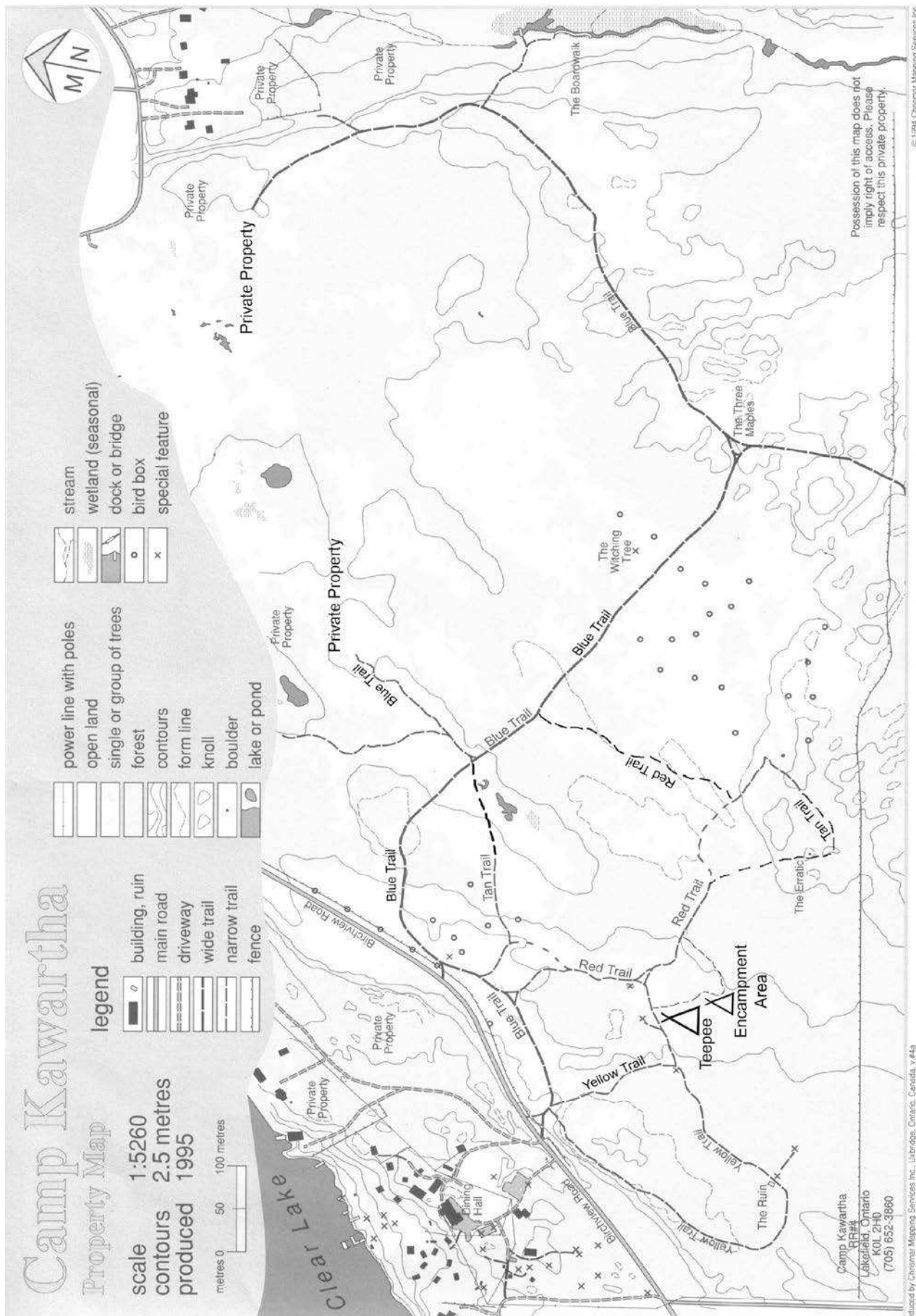
From Toronto:

- travel East on Hwy 401 to Hwy 115
- take Hwy 115 north to Peterborough
- continue on Hwy 115 as it turns into Hwy 7 East (signs say Hwy 7 East to Ottawa) turn left onto Hwy 28 North (formerly Hwy 134), intersection with lights
- continue north for approximately 15 km to a three-way intersection where Hwy 28 meets County Road 29
- continue right on Hwy 28 North and travel for approximately 4 km
- turn right onto Birchview Road
- the camp is 7 km on the Left, indicated by a sign for Camp Kawartha Outdoor Education Centre

From Ottawa:

- travel West on Hwy 7 to Hwy 28 North - approx 7 km east of Peterborough
- turn right onto Highway 28 North (formerly Hwy 134), intersection with lights
- continue north for approximately 15 km to a three-way intersection where Hwy 28 meets County Road 29
- continue right on Hwy 28 North and travel for approximately 4 km
- turn right onto Birchview Road
- the camp is 7 km on the Left, indicated by a sign for Camp Kawartha Outdoor Education Centre



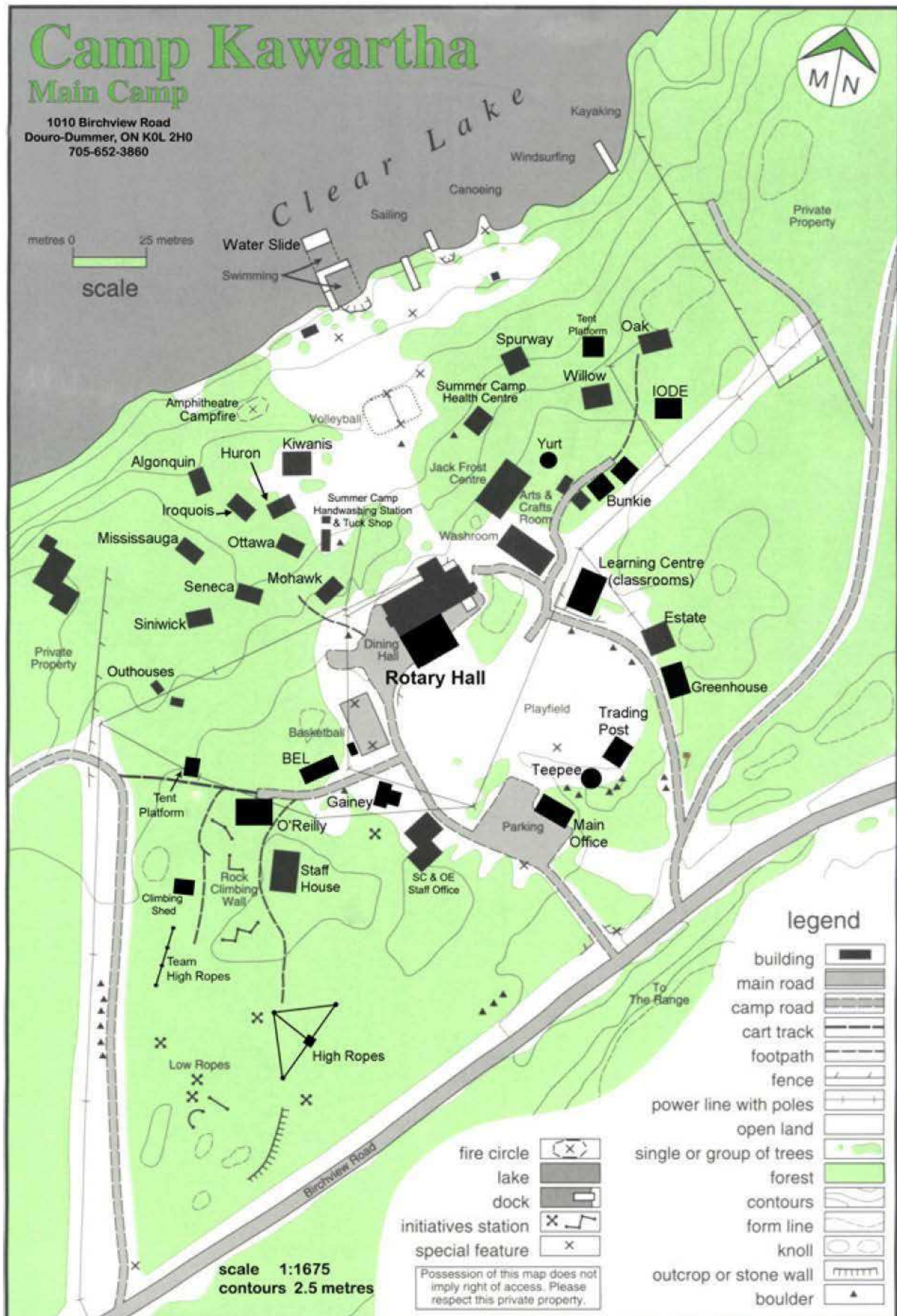


Camp Kawartha

Main Camp

1010 Birchview Road
Douro-Dummer, ON K0L 2H0
705-652-3860

metres 0 25 metres
scale



scale 1:1675
contours 2.5 metres

Possession of this map does not
imply right of access. Please
respect this private property.

APPENDIX B: CABIN GROUPS

- Use only the # of cabins necessary to accommodate your group size. Please inform our staff of any cabin changes
- Please ensure cabins are as full as possible, to prevent unnecessary use of heat, electricity & cleaning costs.
- For children/youth groups, we strongly recommend assigning an adult supervisor in each cabin.
- No smoking, food or snacks in cabins.

Group A (cabins located to left of dining hall, total capacity of 56 people)

Algonquin 3 sets of bunks, 1 single bed	Huron 3 sets of bunks, 1 single bed	Iroquois 3 sets of bunks, 1 single bed	Mississauga 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

Mohawk 3 sets of bunks, 1 single bed	Ottawa 3 sets of bunks, 1 single bed	Seneca 3 sets of bunks, 1 single bed	Siniwick 3 sets of bunks, 1 single bed
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

Group B (cabins located to right of dining hall, total capacity of 46 people)

Oak 5 sets of bunks in main area 2 single beds in semi-private area	Willow 5 sets of bunks in main area 2 single beds in semi-private area	IODE ♿ 4 sets of bunks, 2 single beds (wheelchair ramp)	Spurway 4 sets of bunks, 2 single beds
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.
11.	11.	Bunkie (2 single beds)	
12.	12.		
		1.	2.

Group C (cabins located around perimeter of main playing field, total capacity of 44 people)

BEL (2 rooms of 7) 2 rooms, each side has 3 sets of bunks, 1 single beds		Gainey (3 areas) Total of 9 sets of bunk beds, 1 single bed	
1.	8.	1.	11.
2.	9.	2.	12.
3.	10.	3.	13.
4.	11.	4.	14.
5.	12.	5.	15.
6.	13.	6.	16.
7.	14.	7.	17.
		8.	18.
		9.	19.
		10.	

Estate (2 rooms) ♿ (wheelchair ramp) 2 rooms, one side has 3 sets of bunks, one side has 2 sets of bunks, 1 single bed door can be closed or left open between rooms	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	

Staff House (for adults only)

(3 Rooms) (loft is off-limits) 3 rooms, one side has 1 set of bunk beds with a double bed on the bottom; other side has 1 room with a set of bunk beds with a double bed on the bottom, and a separate room with a single bed. (you must walk through the room with the single bed in order to get to the 3 rd bedroom). There is a kitchen and a living room with a woodstove. There is also a bathroom with a shower.	
1.	5.
2.	6.
3.	7.
4.	

Visit <http://www.campkawartha.ca/virtualtour/index.php>

for more info and photos of each cabin

Conserve Energy! 🌍

- Turn off lights when not in use 📺
- Turn down heat during the day 🌡️

Checklist before departure:

- Collect up all belongings
- Please remove all personal belongings from cabins as early as possible (by 10:00am)
- Sweep floor & collect up garbage - take garbage to dumpster.
- Turn off lights & heat, close windows & door

Note: Kiwanis, and O'Reilly are are not insulated/winterized, and are only available upon special request, and must be pre-approved by the Camp

APPENDIX C: LIST OF HEALTH CONCERNS

Name	Allergy/Health Concerns	Type of Reaction/ Date of last reaction	Medication/ Treatment

APPENDIX D: SUMMARY OF GROUP REQUIREMENTS

We require a copy of this page faxed to us at (705) 652-1500 three weeks prior to arrival or we cannot guarantee requests for equipment/specific buildings.

Name of Group: _____

Dates: _____ **Please confirm # of people coming:** _____

Cabins: - please ✓check cabins you wish to use. Ensure that cabins are as full as possible.

Help keep our costs (and rates) down - please use only the number of cabins necessary to accommodate your group size.
 Visit <http://www.campkawartha.ca/virtualtour/index.php> for more info and photos of each cabin.

<p><u>Group A:</u> <i>cabins to left of Dining Hall (total 56 beds):</i></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Algonquin (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Mohawk (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Huron (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Ottawa (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Iroquois (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Seneca (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Mississauga (7 beds)</div> <div style="width: 50%;"><input type="checkbox"/> Siniwick (7 beds)</div> </div> <p><u>Group C:</u> <i>cabins around perimeter of playing field (total 44 beds):</i></p> <div> <input type="checkbox"/> Estate Cabin (11 beds, 2 rooms, wheelchair ramp) <input type="checkbox"/> BEL Cabin (14 beds, 2 rooms with 7 beds each) <input type="checkbox"/> Gainey Cabin (19 beds, 3 areas) </div>	<p><u>Group B:</u> <i>cabins to right of dining Hall (total 46 beds):</i></p> <div> <input type="checkbox"/> Oak (12 beds) <input type="checkbox"/> Willow (12 beds) <input type="checkbox"/> IODE (10 beds, wheelchair ramp) <input type="checkbox"/> Spurway (10 beds) <input type="checkbox"/> Bunkie (2 beds) </div> <p><input type="checkbox"/> Staff House(available for teachers/group leaders)</p>
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Meeting Rooms/Equipment: – please ✓check those you wish to use:

Rotary Hall (adjacent to dining hall) - 39' wide x 34.5' long x 10'-13.5' vaulted ceiling, wheelchair accessible

☐ for use as lounge area
☐ for use as meeting hall

☐ group will use benches from Dining hall for seating
☐ group will rent chairs for seating

☐ Internet Access Point

– guests can bring their own laptops and access the internet

☐ Projector Screen - groups responsible for bringing their own projector

☐ Overhead Projector available for transparencies
☐ Black-out curtains for windows
☐ White Board - groups must bring their own dry erase markers
☐ Flipchart Easel - groups must bring their own paper & markers
☐ TV/DVD/VCR
☐ Piano

Classrooms (not wheelchair accessible):

☐ Large Classroom (34' x 29' x 8' ceiling)
☐ Small Classroom (24' x 29' x 8' ceiling)
☐ Tables (10 folding tables 72" x 32")
☐ Chairs (approx. 70 cushioned chairs available)

☐ White Board - groups must bring their own dry erase markers
☐ Flipchart Easel - groups must bring their own paper & markers
☐ TV/DVD (located in large classroom)

Other Meeting Areas (available as small breakaway meeting space upon special request)

☐ Jack Frost Nature Room (Seats 10-15 people), please specify number of chairs required _____
☐ Trading Post, (Seats 5-8 people) please specify number of chairs required _____
☐ Arts & Crafts Room (Seats 10-12 people)– available upon special request **excluding December – March**; you must bring own craft supplies

Cabins/Buildings that are only available upon Special Request: (must be approved in advance by the Camp)

- Kiwanis Cabin (heated, but not properly insulated/winterized, may be available upon request for fall or spring seasons)
- O'Reilly Cabin (not heated/insulated/winterized)

Other - please ✓check those you wish to use:

- ☐ Campfire Circle by waterfront
☐ Campfire circle behind Gainey

☐ Woodstove in Rotary Hall
☐ Trail Guides/Maps

Limited # of Recreational skis & snowshoes (approx 15) available for free time: ☐ X-Country Skis * ☐ Snowshoes*
Instructional cross-country skis & snowshoes only available with hiring our staff (see programming rate)
 * **Please note that your group will be charged for any missing/damaged equipment ***

If Camp Kawartha is providing meals for your group, please be sure to fill out the following section regarding food allergies and/or religious dietary restrictions, birthdays and mealtimes.

Food Allergies & Medical/Religious Dietary Concerns

(this is very important for our kitchen staff to know 3-weeks in advance of your arrival):

Please list below any participant(s) with food allergies and/or special dietary needs.

(e.g. nuts/peanut allergy, lactose intolerance, dairy allergy, allergy to food coloring or additives (please specify color or additive), fruit or vegetable allergy, egg allergy (specify if this affects baked-in foods too) vegetarian, gluten allergy, no red meat, no pork, halal, diabetic, etc.)

Note:

- Special request items on the menu may take up to three weeks to order so its imperative that you relay information on time.
- Those with special dietary preferences are more than welcome to bring their own supplies, but it is imperative that they adhere to our **NUT-SAFE policy**. (Please notify us in advance if bringing your own supplies.)
- We treat food allergies very seriously, if you are simply avoiding certain foods please do not list as a food allergy. You are more than welcome to bring your own alternatives as long as we receive notice, and you adhere to our **NUT-SAFE** policy.

Name of Participant	Food Allergies / Religious Dietary Concerns: (please be as specific as possible)

Birthdays: - provide name(s) and date: _____

Do not send outside baking as we cannot be sure it is nut-free. If we have this sheet at least 2 weeks in advance, we can plan an appropriate dessert making sure we accommodate for any food allergies in the group.

Mealtimes:

Please confirm what time your group wishes to sit down to each meal during your stay:

(* **Note:** requests for an earlier breakfast time or later dinner time may result in a surcharge for staff overtime hours)

Saturday:

Breakfast: ☐ 8:00am; or ☐ 8:30 am

Lunch: ☐ 12:00noon; or ☐ 12:30pm

Dinner: ☐ 5:00pm

Sunday:

Breakfast: ☐ 8:00am; or ☐ 8:30 am

Lunch: ☐ 12:00noon; or ☐ 12:30

The following information is helpful to the kitchen staff in preparing an appropriate menu

(e.g. teen males will likely have a bigger appetite than adult females):

Gender: _____#Females _____#Males

Range of Ages: ☐ Children 12 & under ☐ Teens 13-17 years old ☐ Adults 18 & over

Other Notes:

APPENDIX E: CLEAN-UP CHECKLIST

We ask each group to do their part in leaving our facilities tidy and clean, and in the same condition as found. Please refer to this checklist upon departure for ways you can help tidy up after your stay. Your assistance will help us keep cleaning and maintenance costs down, and ultimately keep our rates down.

CABINS

- ☐ Remove personal possessions (by 10am please)
- ☐ Sweep floors
 - ☐ Collect garbage and take to dumpster
- ☐ Turn down heat and turn off lights
- ☐ Switch Off main breaker

WASHROOM BUILDING

- ☐ Gather personal possessions
 - ☐ Collect garbage and take to dumpster
- ☐ Turn off lights
- ☐ Shut doors tightly

CLASSROOMS

- ☐ Gather personal possessions
- ☐ Put tables in original places & stack chairs
 - ☐ Collect garbage and take to dumpster
- ☐ Turn down heat and turn off lights

PLAYING FIELD

- ☐ Gather personal possessions
- ☐ Collect up garbage
- ☐ Tidy up field, and put away sports equipment

RECYCLING / CARDBOARD BOXES / GARBAGE

- ☐ Please put all recycling in appropriate bins just outside kitchen door.
- ☐ Flatten cardboard and put in dumpster marked Cardboard only
- ☐ Collect all garbage and take to dumpster

Do not leave garbage, etc. on kitchen porch

DINING HALL WASHROOMS

- ☐ Gather personal possessions
- ☐ Sweep floors & hallway
 - ☐ Collect garbage and take to dumpster
- ☐ Close windows
- ☐ Turn lights off

DINING HALL / ROTARY HALL

- ☐ Gather personal possessions
- ☐ Put furniture in original places
- ☐ Place benches up on tables
- ☐ Stack stools/chairs on one side of the room
- ☐ Close fireplace damper - IMPORTANT
- ☐ Sweep floor area
 - ☐ Collect garbage and take to dumpster
- ☐ Turn down heat and turn off lights

KITCHEN (if group doing own meals)

- ☐ Gather personal possessions
- ☐ Turn off coffee machine (do not unplug)
- ☐ Empty and clean compost pails, put bag of compost in small shed beside kitchen door
 - ☐ Dispose of all fat drippings into a can and then place the can in the fridge to solidify
- ☐ Clean inside of the microwave
- ☐ Wash dishes and put dishes away in proper locations
- ☐ Clean sinks with comet
- ☐ Wipe counters with a solution of Javex
- ☐ Sweep & Mop floor
 - ☐ Collect garbage and take to dumpster
- ☐ Turn down heat and turn off lights
- ☐ Close windows and shut doors tightly

APPENDIX F: SPECIAL ALCOHOL PERMISSION CONTRACT

If your group would like to bring alcohol on site during your stay, you must abide by the following rules and regulations:

1. Your group must obtain a special occasion's permit from the LCBO. A copy of your permit must be provided to the office at least 2 weeks before your event and the original must be posted in Rotary Hall during your event.
2. You must obtain "Party Alcohol Liability" insurance for your event in the amount of \$5,000,000 dollars liability, naming Camp Kawartha as third party insured. (www.palcanada.com) A copy of this permit must be provided to the office at least 2 weeks before your event.
3. Consumption must be restricted to the dining hall only, and your group is responsible for removing all traces (empty bottles, caps, etc.) upon your departure.
4. You must appoint an organizer, who will be responsible for insuring that these rules and regulations are adhered to.
5. All loud noise must be curtailed by 10 pm. until 7 a.m. the following morning.
6. A Camp Kawartha staff member will supervise the use of alcohol and ensure that your group is in compliance with all rules as outlined in our Facility Rental Planning Guide. The onsite staff person is authorized to contact the police if they feel that there is an inappropriate use of alcohol, excessive noise, or damage to our facilities. We reserve the right to withhold all or part of your damage deposit should this occur.
7. This contract must be signed by the Executive Director and the designated supervisor in charge of your group.

I, the designated organizer _____ (*first and last name*), agree to the following:

- ☐ I agree to obtain a special occasion's permit from the LCBO and abide by its regulations.
- ☐ I agree to obtain Party Alcohol Liability insurance.
- ☐ I agree to follow all Camp Kawartha's rules and regulations as listed on the contract, the facility guide, and this special alcohol permission contract.
- ☐ I am aware that I am responsible for all charges associated with obtaining the above permits.
- ☐ I, the designated supervisor, will be responsible for making sure the group abides by all rules and regulations.
- ☐ If the group, or a person from the group, is not adhering to the rules, I understand that a Camp Kawartha staff member will provide a warning to our group.
- ☐ If the group/person is still in contravention of these rules, I am aware that the staff member will contact the police.

I have carefully read, and I agree that our group will abide by the terms and conditions of the Camp Kawartha Special Alcohol Permission Contract.

Group Member's Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____

Appendix G: Camp Kawartha - Menu for Group Rentals

- Meals are served buffet style or family style (one person “hopper” from each table takes a tray of food back to their table.)
- Please note that we are able to accommodate most food allergies and/or dietary needs, but note that there may be additional fees for special requests. Participants with dietary preferences are more than welcome to bring their own supplies or “brand name” items.

**** Please note that because we are a nut-safe facility, IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS. We strongly request that you read all food labels carefully to ensure that no nut products or products containing traces of nuts are brought into the camp.**

- Please contact the camp if you have any questions or would like assistance in selecting meals for your group.

This menu selection sheet must be submitted a minimum of 3 weeks prior to your arrival, (along with food allergies/concerns) or our kitchen staff will do their best to choose an appropriate menu for your group

Name of Group: _____ **Dates:** _____

BREAKFAST: ☐ We can't decide ☹, please provide a suitable meal for our group based on food allergies & dietary needs provided

Note: Tea & coffee, juice, cereal with milk and seasonal fruit are always served with breakfast.

Sat Sun

Entree: (choose 1 of the following for each breakfast)

- ☐ ☐ Eggs – ☐ scrambled, ☐ boiled with toast and bacon
- ☐ ☐ Pancakes and sausage
- ☐ ☐ Waffles with berries & whipped cream
- ☐ ☐ Continental breakfast - bagels, croissants, assorted cheeses, jam butter, fruit and yogurt
- ☐ ☐ We would like oatmeal in addition to our entrée

Evening Snacks:

☐ We can't decide ☹, please provide a suitable snack for our group based on food allergies & dietary needs provided

Note: Fruit, beverage, tea & coffee are always available at snack times

Snack: (choose 1 of the following for each snack)

Friday Saturday

- | | | |
|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Homemade cookies |
| <input type="checkbox"/> | <input type="checkbox"/> | Homemade muffins |
| <input type="checkbox"/> | <input type="checkbox"/> | Rice Krispie squares |
| <input type="checkbox"/> | <input type="checkbox"/> | Cheese & crackers |
| <input type="checkbox"/> | <input type="checkbox"/> | Tortilla chips & salsa |
| <input type="checkbox"/> | <input type="checkbox"/> | Popcorn |

Check below if you would like to add:

Friday	Saturday	
<input type="checkbox"/>	<input type="checkbox"/>	Hot Chocolate

Appendix G: Camp Kawartha - Group Menu p2

LUNCH: ☐ We can't decide ☹, please provide a suitable meal for our group based on food allergies & dietary needs provided

Note: A fresh soup and salad, seasonal fruit bowl, beverage, tea & coffee is always served with lunch.

Sat Sun

Entrée: (choose 1 of the following for each lunch)

- ☐ ☐ Hamburgers & Hotdogs/ Veggie Burgers/Hot Dogs
- ☐ ☐ Vegetarian Quiche
- ☐ ☐ Meat Tacos ☐ Veggie Tacos
- ☐ ☐ Make your own Subs/Pitas/Wraps

(includes: Lettuce, Tomatoes, Cheese, Pickles, etc)

Please choose 4 of the following fillings:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Ham | <input type="checkbox"/> Egg Salad |
| <input type="checkbox"/> Roast Beef | <input type="checkbox"/> Salmon |
| <input type="checkbox"/> Salami | <input type="checkbox"/> Tuna |
| <input type="checkbox"/> Chicken Salad | <input type="checkbox"/> Hummus |

Sat Sun

- ☐ ☐ Homemade Pizza
 - ☐ Pepperoni
 - ☐ Ham & Pineapple
 - ☐ Please provide a mixture
- ☐ ☐ Macaroni & Cheese

☐ ☐ Special Request: _____

Notes:

DINNER: ☐ We can't decide ☹, please provide a suitable meal for our group based on food allergies & dietary needs provided

Note: Milk, Tea and Coffee are always served with dinner

Sat

Entree: (choose 1 of the following)

- ☐ Roast Chicken Legs with ☐ Roasted Potatoes or ☐ Rice with choice of salad or seasonal vegetable and bread.
- ☐ Ham with Scalloped Potatoes and choice of seasonal cooked vegetable or salad.
- ☐ Roast Beef with Potatoes ☐ Mashed or ☐ Roasted with seasonal vegetable or choice of salad.
- ☐ Spaghetti and meat sauce with garlic bread and caesar salad
- ☐ Hamburgers with assorted salads (pasta, potato and green)
- ☐ Chili with Rice
 - ☐ Meat or ☐ Vegetarian with choice of bread and salad.

Sat

- ☐ Pesto Pasta Bake with ☐ Chicken or ☐ Vegetarian with choice of bread and salad or seasonal vegetable.

☐ Special Request: _____

Salad: (choose 1 of the following)

- ☐ Caesar
- ☐ Baby Spinach
- ☐ Tossed Green
- ☐ Special Request: _____

Bread: (choose 1 of the following)

- ☐ Sliced Bread
- ☐ Dinner Rolls
- ☐ Garlic Bread
- ☐ Corn Bread
- ☐ Special Request: _____

Sat

Dessert: (choose 1 of the following)

- ☐ Fruit Pie
- ☐ Brownies
- ☐ Cake: choice of chocolate, vanilla, banana or carrot
- ☐ Apple Crumble
- ☐ Surprise (let the kitchen create a dessert!)
- ☐ Special Request: _____

Notes: