

# **RENTAL DEPOSIT**



**Group:** \_\_\_\_\_

**Date of Booking:** \_\_\_\_\_

As Convenor of the above-mentioned rental group, I have read and understood all guidelines contained in this Rental Brochure. I agree to inform all members of our group of said guidelines. I understand that it is our responsibility to provide a Certificate of Liability Insurance confirming not less than \$2,000,000 General Liability coverage and name SCA Eagle Bay Ministry Centre & Camp and SCA International as additional insureds. This Certificate of Insurance will be provided to SCA Eagle Bay Ministry Centre & Camp no less than one week prior to the start of our rental. I acknowledge that the rental group is responsible for compliance with all applicable laws and government regulations. On behalf of our group, I further release, hold harmless and agree to indemnify SCA Eagle Bay Ministry Centre & Camp and SCA International, its staff, agents, management and Board, from any actions against them because of injury or damage to persons or property.

It is understood that the credit card listed below will be used to cover any charges of loss or damage to the property of SCA Eagle Bay Ministry Centre & Camp or from any extra cleaning that may be required above and beyond regular wear and tear resulting from this booking.

Credit Card:  MasterCard  American Express  VISA

Cardholder's Name: \_\_\_\_\_

Card #: \_\_\_\_\_

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

Signature: \_\_\_\_\_

If there are no additional charges incurred due to loss, damage or extra cleaning requirements, the above credit card information will be destroyed.

- > Once the date has been confirmed, please fill out the rental contract and mail with a \$200.00 non-refundable deposit cheque to:  
SCA Eagle Bay Ministry Centre & Camp  
Box 34, Hilbre, MB  
ROC 1L0
- > Full-service Rentals must confirm minimum numbers two weeks prior to rental date.

On behalf of (name of group) \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **BOOKING YOUR RETREAT AT** **SCA EAGLE BAY MINISTRY CENTRE & CAMP**

Please call well in advance to determine availability of the weekend or weekday dates your group requires.

We will reserve your chosen dates once we receive a completed Rental Contract and a \$200.00 deposit from your group (\$100.00 deposit for Day Use).

We also require a **damage deposit** in the amount of \$200.00 (\$100.00 for Day Use). Damage deposit funds will be refunded within a week of your function, pending an inspection of the facility and receipt of full payment. Any damage and resulting repairs will be deducted from the damage deposit, as will extra cleaning that may be required above and beyond regular wear and tear. Any incidents of graffiti will be charged at a rate of \$50.00 each. (Additional funds to cover damages may be required.)

Full-service retreats require confirmation of exact numbers at least two weeks prior to the retreat for food purchasing purposes. **This is the minimum number that will be invoiced.**

Heated cabins (except Abe's place & Margaret's Nook) require a minimum of 4 people during seasons when heat is necessary.

### **Cancellation Policy**

Rentals that are cancelled with a 14 day notice will get a full refund. Cancellations Between 7-14 days will forfeit the deposit. Cancellations made within 7 days will be billed for the minimum guarantee.



## RENTAL CONTRACT

Name of Group: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Requested Dates: from \_\_\_\_\_ to \_\_\_\_\_

Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_

Guaranteed Minimum: # of Participants, ages 12+ \_\_\_\_\_, 6-11 \_\_\_\_\_, 0-5 \_\_\_\_\_

(Final count must be provided two weeks prior to rental date.)

Check type of rental requested:

Basic Facility Rental

Full-Service Rental

Campsites required?  YES  NO How many? \_\_\_\_\_

Optional Activities requested: (subject to availability)

Climbing Wall

Pellet Range

Archery

Indicate requested time of activity and estimated number of participants:

\_\_\_\_\_

Check if you would like use of:

Overhead Projector

Projector

TV

Highchair

Playpen

Please list any food allergies or special dietary needs.

\_\_\_\_\_

\_\_\_\_\_

Signature of Representative: \_\_\_\_\_, Date: \_\_\_\_\_

# Rates

All rates subject to change without notice

<b>Service</b>	<b>Age 12+ in Lodge or Private Cabins</b>	<b>Age 12+ in outdoor Cabins</b>	<b>Age 6-11 in Lodge or Private Cabins</b>	<b>Age 6-11 in outdoor Cabins</b>	<b>Ages 0-5</b>
Basic Rate – 1 Night (no meals)	\$17.00	\$15.00	\$14.00	\$10.00	Free
Basic Rate – 2 Nights (no meals)	\$32.00	\$26.00	\$25.00	\$17.00	Free
Full Service – 1 Night (3 meals)	\$42.00	\$39.00	\$32.00	\$26.00	Free
Full Service – 2 Nights (5 meals)	\$71.00	\$65.00	\$55.00	\$45.00	Free
Additional charge for long weekend (full service retreats only)	\$40.00	\$37.00	\$34.00	\$25.00	Free
Breakfast (8:30 a.m.)	\$5.00	\$5.00	\$4.00	\$4.00	Free
Lunch (12:00 noon)	\$7.00	\$7.00	\$5.00	\$5.00	Free
Supper (5:30 p.m.)	\$9.00	\$9.00	\$7.00	\$7.00	Free
Snack*	\$2.00	\$2.00	\$2.00	\$2.00	Free

\*Snack is no longer included in full service retreats but is available upon request.

## Day Use Rates

- > Archery Range -- \$25.00/hour (minimum charge of one hour)
- > Pellet Rifles -- \$25.00/hour (minimum charge of one hour)
- > Climbing Wall -- \$40.00/hour (minimum charge of one hour)
- > Games Room Rental -- \$25.00
- > Kitchen/Dining Hall Rental -- \$50.00
- > Lounge Rental -- \$50.00
- > Chapel Rental -- \$50.00

## **Ministry Centre Guidelines**

- > Alcoholic beverages and recreational drugs are not permitted on camp property.
- > NO SMOKING in any camp buildings or in the woods. Please arrange with Camp Staff for any adults who wish to smoke outside. Minors are not permitted to smoke inside or out.
- > The swimming pool is unsupervised – please observe all safety signs and swim at your own risk, an adult supervisor must be on the deck at all times.
- > Campfires are to be built only in the designated area.
- > All groups require an adult chaperone in each Bunk Room or Cabin, as well as in the Games Room or Lounge, when in use.
- > Some restrictions may apply to use of camp facilities. Please contact Camp Staff for details.
- > Damage or loss of equipment or facility must be reported and reimbursement must be made.
- > Use of open flames, including candles, is strictly prohibited in all buildings.
- > Please do not bring chewing gum, in-shell sunflower seeds, and other similar items to the camp.
- > Guests are to supply their own bedding for single beds and bunks (see Accommodations), and their own towels and toiletries.
- > **No pets allowed.**
- > Your first meeting room is included in the rental cost, any additional meeting rooms will be billed at the 'Day use Rate'. In the event of multiple bookings meeting rooms will be assigned based on group size.
- > Rental groups must arrange **private insurance**. SCA Eagle Bay Ministry Centre & Camp must be provided with a Certificate of Liability Insurance confirming not less than \$2,000,000 General Liability coverage and names SCA Eagle Bay Ministry Centre & Camp and SCA International as additional insureds This Certificate of Insurance will be provided to SCA Eagle Bay Ministry Centre & Camp no less than two weeks prior to the start of the rental.
- > SCA Eagle Bay Ministry Centre & Camp, SCA International & their employees are not responsible for any accidental injury or loss sustained during use of the facilities.
- > Wherever the camp is responsible for an activity or service, the activity or service will be carried out in accordance with SCA International and SCA Eagle Bay Ministry Centre & Camp guidelines and standards, as well as in accordance with Manitoba Camping Association accreditation standards and the camp is responsible for providing staff members, facilities and risk management as outlined in MCA Accreditations' standards, unless specifically stated otherwise.
- > **FULL CONTROL OF THE MINISTRY CENTRE FACILITIES AND ITS PROGRAMS IS THE RESPONSIBILITY OF THE MINISTRY CENTRE DIRECTOR.**