

Camp Facility Booking Form

Camp Sagitawa, Box 61, Moberly Lake, BC V0C 1X0 250-788-2361 sagitawa.director@xplornet.com

Conditions:

1. Complete and send a copy of this form to the camp along with your deposit, at least 3 months prior to your event.
2. We no longer hold your booking without a non-refundable deposit. Minimum deposit is \$200 /day or \$500 / weekend.
3. You may have to estimate some of the information required on this form. More accurate information can be sent later.
4. Please attach a certificate of accident and liability insurance. (*proof of insurance from your insurance company*)
5. Contact the office regarding menu needs, numbers, and a schedule of activities within the last two weeks of the event.
6. Please remember that the responsibility of First Aid is primarily in the hands of your group.
7. Please ensure your group is aware of the terms of this agreement, the safety concerns of Camp use.

Rental Request:

Group _____

Please describe the purpose of your rental?

Dates of Use _____

Arrival Time _____ Departure _____ Alternate Dates _____

Contact _____ Phone _____ Email _____

Full Mailing Address _____

Catering Service:

We would like to provide the catering for your group. Remember that the kitchen is not rented out to groups.

- We will bring our food and use the BBQ / fire pit.
- We would like the convenience of camp catering.

Approximate number to be catered _____

Which Meals (i.e. Fri-none, Sat-BLS, Sun-BL)

Menus: Please see the camp menu examples on our website.

- Please plan our menu according to your discretion.
- We will call 2 months before our event regarding our desired meal plan.

Facilities Request:

How many people will be using the facility? _____

Please circle the cabins you will need. *Cabins used by staff have been removed.*

| Cabin # | 2 | 3 | 4 | 5 | 7 | 8 | 9 | 10 | 11 | 12 | Spk | Seed | 1n | 2n |
|-----------|------|------|------|------|---|---|---|----|----|----|--------|------|------|------|
| # bunks | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 5 | - | 6 | 6 | 6 |
| # singles | 2 | - | 1 | 1 | 1 | 1 | - | 1 | 1 | - | 4 loft | 1 | - | - |
| #doubles | - | - | - | - | - | - | - | - | - | - | 1 | - | 1 | 1 |
| # rooms | 4 | 4 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| washroom | Half | Half | Half | Half | - | - | - | - | - | - | - | Full | Full | Full |
| Log Cabin | N | N | N | N | Y | Y | Y | Y | Y | Y | N | Y | Y | Y |

RV sites available for your group this year

- 4 units / full hookups
 2 units / power only
 Other units in field

Please check the other buildings you will need.

- Dining Hall
 Conference Room
 Chapel / Indoor games

Please check the skill areas or equipment you will need.

- Swim area
 Archery
 Zip Line
 Kayaks / Canoes
 Pelletry

 Sailing
 Climbing Wall

Group Organizer: Please register your group and provide us with totals and summaries. When registering your members please poll them for information as per sagitawa.bc.ca/facilitybin/EventRegister.pdf. Please do not use a first come – first take cabin method. Instead assign someone to place individuals into cabins so that vacant bed-space is minimized. Tool: sagitawa.bc.ca/facilitybin/BedspaceTool.xls.

Fees & Payment:

Please secure your booking by sending a deposit with this signed contract at least 3 months before the event. The balance is due prior to leaving camp.

Deposits are **non-refundable**. Deposits work out to \$200 per day of rental. Weekends are 2.5 days.

Please note that we accept cash, cheques and money orders for rental payments. Taxes are not charged, but the applicant agrees to pay additional charges due to damage.

Payable to: Camp Sagitawa, Box 61, Moberly Lake, BC V0C 1X0

Other:

- I read & accept the Facility Use Agreement
 A Certificate of Insurance is attached.

Signature _____ Date _____

Thank you for booking your event with Camp Sagitawa.