



SITE RENTAL AGREEMENT

I. Rental Considerations

A. Booking & Rental Details

1. This Site Rental Agreement acknowledges your request to rent our facilities. Please find included a copy of our rental rates and confirmation of dates.
2. Upon receipt in our Office of your Confirmation Deposit and a signed copy of this agreement, we will finalize your booking and hold your requested dates.
3. Deposit requirements amount to 25% (approx.) of your total rental cost, and must be received along with a signed copy of the Site Rental Agreement, no later than three (3) weeks after receipt of this manual.

PLEASE NOTE: We will call to make sure you have received this packet - your tentative booking will be kept for three (3) weeks from the date of this call.

The Confirmation Deposit will be applied to the cost of your event.

4. **If your group/organization carries liability insurance you are required to file a copy of your policy with our office before using the facilities.**

B. Cancellations

In the event your group/organization cancels prior to two (2) weeks before the date of your event, you will be permitted to transfer the Confirmation Deposit to another date within that calendar year. If your group/organization cancels any time after two (2) weeks prior to the scheduled event, we will retain the Confirmation Deposit - the deposit will not be transferable or refundable.

C. Minimum Size

Minimum Group Size: 15 persons

PLEASE NOTE: We will accommodate smaller groups, however, the total rental fee will not be less than the \$250.00 Confirmation Deposit.

D. Payment Schedule

1. Unless prior arrangements have been made with our Camp Office - **ALL BILLS ARE PAYABLE AT THE CONCLUSION OF THE BOOKED EVENT.**
2. You will be charged for the number of people using the facility during your event (including leaders). We do require a reasonably accurate account of your group size one (1) week prior to your event.
3. If necessary, upon completion of a full site examination, the Camp reserves the right to forward a bill to cover any expenses incurred as a result of abuse or damage. Labor costs for repairs or additional cleaning by our staff are calculated at \$40.00 per hour. If this occurs and payment is not made, then Camp Tulakadik will be forced to disqualify the group/organization from further rentals until such time that payment is made.

II. Regulations/Policies

A. Regulations for facilities

1. Dining Hall

- a) Guests are not permitted in the kitchen area, unless part of the cooking team.
- b) No water or food fights will be tolerated in any buildings.
- c) No bare backs or feet.
- d) Dining Hall and kitchen area is to be kept tidy during the event. Please no pets permitted in the buildings. They are to be swept thoroughly and mopped at the end of your event.
- e) Tables and chairs are to be returned to their original location

2. Washrooms

- a) Note designated washrooms for your event.
- b) Help keep the washrooms tidy.
- c) No towels or other personal toiletries are to be left in the washrooms.
- d) The washrooms are to be thoroughly cleaned and restocked at the end of camp. (Camp Tulakadik will provide all necessary materials.)

3. Rooms/Cabins

- a) Keep rooms/cabins tidy and clean. Sweep floors daily and empty waste baskets into garbage barrels or metal dumpster. Clean up around your room/cabin.
- b) Switch off lights and close doors when leaving room/cabin.
- c) Report all breakages, damages, etc., to the Camp Director.
- d) No room/cabin raids, pillow or water fights.
- e) Heater unit is to be controlled by Tulakadik staff only.
- f) Do not enter rooms/cabins other than the one(s) you were assigned to.
- g) Please ensure the thorough cleanliness of the area after your event.
- h) The sleeping accommodations are such that in the case of male/female roommates:
 - a) only married couples may occupy a single room; or b) only family members may occupy a single room
- i) The chairs and mattresses must be returned to their original locations.

4. Activity Rooms/Program Equipment

- a) Outdoor footwear to be removed at the door (winter only).
- b) Please use all furniture and equipment with care and return to their original location when the event is over (report all breakages, damage to the Camp Director).
- c) Please be sure to put all sports equipment back in places provided.
- d) Ensure that all lights and thermostats are off and doors are closed when leaving buildings after your event.
- e) The activity room (generally the upstairs of the Dining Hall) is to be thoroughly cleaned at the end of your event.
- f) The wood piles on both sides of the fireplace are to be replenished with wood from outside under the back stairs.
- g) The garbage from all buildings used is to be put in garbage bags and placed in the outside metal dumpster. All garbage cans must then have garbage bags replaced.

B. User Agreement

1. Our group will have at least one (1) mature adult for each eight (8) young people. This adult will actively supervise at all times, including sleeping hours in the rooms/cabins. We understand that Camp Tulakadik may limit our activities if they are deemed dangerous or destructive.
2. Grounds, facilities, buildings and equipment will be left workable, clean and tidy -- which includes sweeping, dusting and floor mopping in every building used. All equipment will be returned to its proper location and the Camp staff will inspect the total facility before our group leaves.
3. We agree to reimburse Camp Tulakadik for the cost of any damage or unreasonable cleaning which was caused by our group.
4. Our group will provide our own bedding, pillows, towels and personal toiletries.
5. We understand that Camp Tulakadik does not assume responsibility in any way for accident, injury or illness however caused, and does not provide any supervisory staff during our stay. We understand that no medical persons are available from Camp Tulakadik.
6. No pets are permitted on the site. No smoking, illegal drugs or alcoholic beverages are permitted on the site.
7. We will allow a Camp Tulakadik staff person to speak to our group (or leaders) during the first group function we have at the camp to discuss these regulations, plus give other general information/comments, if requested by Camp Tulakadik.

C. Camp Tulakadik Policies

1. Bonfire Policy

Camp Tulakadik offers a fire pit located next to the lake and one in the field near the main lodge. They are controlled pits for the purpose of providing a campfire atmosphere while restricting large fires (preventative action). The following regulations apply when using one of our fire pits:

- a) Use of the bonfire pit must be in accordance with the Province of New Brunswick Fire Index for the day of use.
- b) Fires may not be lit in high winds
- c) A water bucket will be within reasonable distance for emergency purposes
- d) Fires may only be built in the appointed pits.
- e) Fires are not to be left unattended
- f) Fires must be put out before leaving – soaked with water.

2. Pool Rental Policy

Camp Tulakadik offers pool facilities during the summer season (June –September) and the following regulations apply to its use:

- a) Follow the posted procedures under the direction of the Lifeguard
- b) No one is to enter the pool enclosure without the permission of the Lifeguard
- c) Each individual must pass a deep end test before entering the deep end
- d) A lifeguard must always be on duty & can be provided upon request prior to your arrival at an additional charge (depending on availability) – you are welcome to supply your own lifeguard providing they supply current certification (NLS or equivalent Red Cross certification) and take a brief orientation session of our facility
- e) Ratio of 1 leader per 8 children for additional supervision.
- f) Children under 7 must be accompanied by an adult.

3. Waterfront Rental Policy

Camp Tulakadik offers waterfront facilities from mid-April until November and the following regulations apply to its use:

- a) A lifeguard must supervise all persons who are swimming or using inflatable water toys. (A lifeguard must always be on duty & can be provided upon request prior to arrival at an additional charge (depending on availability) – you are welcome to supply your own lifeguard providing they supply current certification (NLS or equivalent Red Cross certification) and take a brief orientation session of our facility
- b) Lifejackets or PFD's must be worn at all times when using a watercraft & inflatable toys
- c) All posted safety rules must be adhered to.

4. Boating/higher risk activity policy

Camp Tulakadik offers boating and higher risk activities through the year. Camp Supervisory staff will satisfy themselves that leaders/users are competent in an activity and knowledgeable of the safety factors involved.

We have read, understand and accept the regulations and policies found in this Site Rental Agreement.

Signature of adult in charge

Date

These simple but very important points will ensure that your stay with us is safe and enjoyable. Your compliance with them allows us to keep our fees at a very reasonable rate for the convenience of your group and others that follow.

C. Hold Harmless Agreement

Please take time to read, fill out the necessary information, sign and date the following waiver. If your group is not able to prove in written form that you are indeed an organization, please have the person responsible for your group sign the Individual waiver.

Group Waiver

**SAINT JOHN KINGS ASSOCIATION OF UNITED BAPTIST CHURCHES INC.
AND CAMP TULAKADIK**

HOLD-HARMLESS AND INDEMNITY AGREEMENT

_____, hereinafter called the
(Organization)

User, shall indemnify, hold free and harmless, assume liability for, and defend The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik, its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik, its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the use of real or personal property belonging to The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik, its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors, on date(s) shown below or by any action or omission by the User, its members, agents, servants, employees, officers, or directors.

Property, nature of use, and period (date[s]) to be used:

Signed by _____

(I hereby certify and warrant that I have full authority to sign this document on behalf of the User(s) who agrees to be bound by same)

Date _____

Please attach proof of insurance

To be completed when outside organizations use facilities belonging to The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik.

Individual Waiver

**SAINT JOHN KINGS ASSOCIATION OF UNITED BAPTIST CHURCHES INC.
AND CAMP TULAKADIK**

HOLD-HARMLESS AND INDEMNITY AGREEMENT

I/We _____, hereinafter called the User(s), shall indemnify, hold free and harmless, assume liability for, and defend The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik, its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik, its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the use of real or personal property belonging to The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik, its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors, on date(s) shown below or by any action or omission by the User(s), his/her/their family, friends, guests, agents, servants, or employees.

Property, nature of use, and period (date[s]) to be used:

Signed by _____

(I hereby certify and warrant that I have full authority to sign this document on behalf of the User(s) who agree(s) to be bound by same)

Date _____

To be completed when outside individuals or groups use facilities belonging to The Saint John Kings Association of United Baptist Churches Inc. and Camp Tulakadik.

D. Group Information

Dates Requested:	Start:	mm / dd / yy		End:	mm / dd / yy	
	Arrival time:			Departure time:		
Name of Group:						
Mailing Address:	Street:					
	City/Town:					
	Prov.	Postal Code:		Phone:		
Person in Charge:	Name:			Phone:		
	Fax:		Email:			
Expected Group Size:	Adults:			Total:		
	Children/Youth:					

Meal Information (only fill out if Camp Tulakadik is providing your meals)

*Indicate which meals your group will require and the times you would like them served

	Day 1	Day 2	Day 3	Day 4	Day 5	Suggested Time
Breakfast						8:30am
Lunch						12:00pm
Supper						5:00pm
Snack						9:00pm
Request for coffee breaks:	Day(s):			Time(s):		

