



604-885-3355

director@campdouglas.ca

531 Herbert St, Duncan, BC, V9L 1T2



## Rental Agreement and Terms

### Welcome to Camp Douglas!

We are so glad that you have chosen to visit our site for your retreat, and we hope that your stay is a very happy one. Please review and sign this document, and return it to [office@campdouglas.ca](mailto:office@campdouglas.ca), along with your Certificate of Insurance. Please also make sure to read through our **Welcome Pack**, as it includes important information about your stay. We recommend distributing the Welcome Pack to all members of your group.

### Rental Understanding

The following Rental Agreement outlines the expectations that Camp Douglas has for groups renting the campsite. Signing this document indicates that you understand and accept these terms, and are undertaking the responsibility of ensuring your group follows them.

## Arrival and Departure Procedures

All groups must arrange to meet with the Camp Douglas caretaker for an orientation at both check-in and check-out. During this orientation, the group leader will fill out necessary paperwork and receive important training on site safety and rules. Please note that groups may not collect their keys or access any buildings until this orientation is complete.

At check-out, the group leader and the caretaker will complete a cleanliness inspection/walkthrough to ensure that all aspects of our cleaning checklist have been completed.

## Insurance Requirements

A certificate of insurance (COI) for General Liability Insurance, with special events liability insurance is required for all rentals of the Camp Douglas property. The COI must provide evidence of insurance covering bodily injury and property damage of at least \$2,000,000.

This insurance must be Primary and noncontributory by any insurance coverage carried by Camp Douglas. Coverage shall indicate the location as Camp Douglas, 1341 Margaret Road, Roberts Creek, BC, V0N 2W2, and include the date(s) of your stay.

Camp Douglas shall be named as “additional insured but only with respect to the above noted location and arising out of the Named Insured’s operations”.

**Please send a copy of your COI to [office@campdouglas.ca](mailto:office@campdouglas.ca) at least 7 business days before the event. In the event the certificate is not presented as required, Camp Douglas reserves the right to cancel your booking with no refund or liability.**

## First Aid & Medical Services

Camp Douglas is not responsible for any accidents or injuries incurred by any member of your retreat.

### **In case of medical emergency, call 911.**

Each group is responsible for its own first-aid arrangements and supplies. The nearest **hospital** is Saint Mary's in Sechelt, which is approximately 10 km west. Turn left onto the Sunshine Coast Highway.

## Restrictions

### **Noise & Quiet Hours**

- Quiet time is between 10:00 pm and 8:00 am. No loud noises during these times.
- Please avoid excessive or rapid bell ringing, as this is recognized as an emergency signal at camp. Continuous bell ringing may alert others to call emergency services.
- Please be considerate of our caretakers and do not knock on the door of their home or contact them outside the hours of 9 AM–8 PM (unless in the case of serious property emergency).

### **Prohibited Substances & Activities**

- Alcohol, illegal drugs, and gambling are absolutely forbidden within the camp.
- Camp Douglas is a non-smoking camp, and as such, no smoking is allowed on the premises (this includes but is not limited to cigarettes, cigars, pipes, vaping, cannabis). Smoking “off-site” must take place only on the road and never in the forest due to the risk of fire.

### **Fire Safety & Regulations**

- Fire regulations are to be complied with at all times.
- Fire extinguishers must not be removed from their designated areas or tampered with unless required in an emergency.
- Emergency exits must be kept clear at all times.
- Campfires are permitted only in the designated campfire ring and must comply with local fire regulations. Absolutely no fires are to be built near the cabins, other buildings, or in the woods.
- Fireworks or other explosive substances are strictly prohibited anywhere on Camp Douglas property.
- Indoor use of candles, mosquito coils, citronella lanterns, incense, etc., is prohibited.
- Open flames are allowed in designated campfire areas only; indoor fireplaces are not available for use.

### **Waterfront & Recreation**

- If you are going in the water, your group is responsible for providing supervision. A lifeguard is recommended. Camp Douglas is not responsible for beach use.

- Boats, docks, or rafts are not available for use.

## Vehicles & Parking

- No driving on the grass; please stay on the gravel driveways and parking areas.
- Please use the parking lot for all vehicles.
- Access for fire-fighting equipment must not be blocked by parked vehicles. Please park in designated parking areas only.
- Trailers and RVs must be positioned in the parking area at the edge of the field.

## Property & Facility Use

- No installation or tampering with wires or electrical devices.
- No tape, nails, tacks, screws, confetti, or glitter inside or outside the facility.
- No one is to be on the roof of any building at any time for any reason.
- Please keep all furniture in its designated building and return any moved items, including equipment (e.g., vacuum cleaners), to their original location before check-out.
- All keys must be returned to the caretakers upon check-out. Copying of keys is prohibited.
- Rental groups are responsible for all damage to camp buildings and property. If there is any damage or graffiti written anywhere, the group will be charged for repairs or cleaning.

## Environmental & Outdoor Guidelines

- Animals (pets), except for certified service dogs, are not allowed on Camp Douglas premises.
- Trees must not be cut on or off the property.
- No cutting or chopping of firewood is allowed inside the buildings.
- Do not release helium-filled balloons, as they pose a risk to the forest and local wildlife. If air- or water-filled balloons are used, all remnants must be removed before checkout or cleaning charges will apply.
- Please do not enter or introduce any substances into the creek, as it serves as a breeding route for salmon.
- All guests must respect the natural environment of the site and help to keep it clean.

## Promotional Material

- All advertising must identify Camp Douglas as the facility host without implying endorsement or approval.
- The client is responsible for securing any copyright approvals and licenses for media use.
- Use of the Camp Douglas logo requires prior approval.

## Licensing and Permits

The renter is responsible for securing all the necessary permits and certificates for your event to run safely. This may include:

- a. Food hygiene certificates for your caterers
- b. SOCAN or CCLI licensing for any music played
- c. Criminal Record Checks for anyone working with vulnerable people during your event
- d. Designating qualified Lifeguards / First Aid attendants.

In all cases, it is the renter's responsibility to determine which permits / certificates are required and to obtain them.

The renter accepts full responsibility for the oversight and welfare of children and vulnerable individuals as applicable by law.

## Cleanup and Site Stewardship

1. Renters are expected to leave the premises as clean as they found them.
2. Rental groups are responsible for their own clean up as outlined in the cleaning checklist. Alternatively, the caretaker may be hired to clean the camp at a rate of \$30/hr.
  - If you know that you would like to use this service, we request that you make arrangements with the caretaker at least one week prior to arriving at camp.
  - However, if the cleaning checklist has not been completed upon check-out, the caretaker will complete it and this charge will be added to your final invoice.
3. Clean-up, composting, recycling, and garbage procedures will be included in your check-in walkthrough. It is the renters' responsibility to remove all garbage and recycling from buildings and put it in the appropriate dumpster located in the parking lot.
4. All cleaning supplies and garbage bags will be made available with your rental.

## Reservations and Payment

- A **50% non-refundable deposit** is required to secure your booking. This deposit is due at the time of reservation.
- Groups may only access the buildings and rooms specified in their rental agreement. If additional spaces are required, please inform the caretakers during check-in. Any extra usage will be reflected in your final invoice.
- After check-out, an invoice will be sent via email, detailing the final balance, including any property damage or additional fees.
- **Final payment is due within 15 days of receiving your invoice** and must be paid via the payment link provided.

## Cancellation Policy

- **Cancellations made more than 45 days before arrival:** The **50% deposit remains non-refundable**, but the remaining balance will be waived.
- **Cancellations made less than 45 days before arrival:** The full booking amount remains due, and no refunds or waivers will be granted. The final invoice will be issued electronically and must be paid within 15 days. Future bookings will not be permitted until any outstanding balances are settled.
- **Reducing the number of cabins:** Minor adjustments may be accommodated on a **case-by-case basis**. Please contact our administrator to discuss changes.
- **Bookings made less than 45 days before arrival:** The **full amount is due at the time of booking**, and the cancellation policy still applies.
- If Camp Douglas must cancel a booking, renters will receive a full refund and a \$100 credit toward a future rental as a goodwill gesture.

## Rental Agreement & Terms

The purpose of Camp Douglas is to invite children, young people and young adults into a personal exploration of the Christian faith, through play-based, child-led, relational children's ministry.

The top priorities of Camp Douglas, in order, are to provide:

1. An excellent children's ministry in which children and young people can explore the Christian faith.
2. A positive and supportive first workplace for young adults to grow and develop.

3. Resources for the Westminster Presbytery - through maintaining affordable and accessible use of the Camp Douglas property and through developing opportunities for children's and youth programming.

The Camp Committee has the authority to accept or decline any rental requests at their discretion.

By my signature below, and on behalf of the rental group, I acknowledge and agree that:

- I have read and understand the rental contract and accept responsibility for ensuring my group adheres to the terms outlined in this document.
- I will inform my group of the site rules and expectations in advance, using this document and the Welcome Pack.
- My group will leave all equipment and buildings in the same condition as they were upon arrival.
- My group will reimburse Camp Douglas for any damage beyond normal wear and tear, as determined by Camp Douglas staff. Lost equipment will be replaced at the group's expense.
- I understand that Camp Douglas may host multiple groups simultaneously unless I have booked exclusive use of the site.
- My group will use only the buildings and rooms designated for our use on the check-in form. Access to additional spaces requires express permission from Camp Douglas staff.
- Upon checkout, I will complete a walkthrough with the caretaker, follow the cleaning checklist, return all keys, and settle any outstanding balance. I understand that failure to meet cleaning standards may result in additional charges, and all invoices must be paid within 15 days.
- Camp Douglas is not liable for any loss, damage, or injury to property belonging to or under the care of the rental group, whether on or off the campground.
- The rental group covenants with Camp Douglas to indemnify and save harmless the Camp against and from any and all claims, including all claims for personal injury or property damage arising from any conduct or of by or through any act of omission of the rental group and against and from all costs, counsel fees, expense and liabilities incurred in or about any such claim or action or proceeding brought thereon, whether such claim from the rental group's activity on or off the campgrounds. Accident and Liability Insurance are recognized to be the responsibility of the rental group.

<b>Signed :</b>	<b>Date:</b>
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<b>Print Name:</b>	<b>Group Name:</b>
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