

Crowsnest Lake Bible Camp Lake Site

RENTAL INFORMATION PACKAGE



A BIT ABOUT CROW

Thank you for considering Crowsnest Lake Bible Camp as the location for your event. We look forward to working with you to create the event you're envisioning. Located in the heart of the mountains Crowsnest Lake Bible Camp is a beautiful setting to take time out from the stress and worry of ordinary life. Relax, unwind, re-connect, or celebrate – We'd love to have you here!

In 1956, Crowsnest Lake Bible Camp was established. It is a non-profit organization that offers fee-free summer camp programs to children ages 9-17. Operating out of two sites, our camps offer opportunities for campers to experience canoeing, archery, rock climbing, mountain biking, hiking, backpacking trips, and the good news of Jesus Christ. Our ministry is dedicated to meeting the needs- spiritual, mental, social, physical, and emotional- of our campers and staff through evangelism and discipleship in our camp programs.

Crowsnest Lake Bible Camp is open year-round. From the beginning of May until the end of September, we run our own camp training and programming. From September until the end of April, Crowsnest Lake offers various rental opportunities and programming.

If you have any questions about rentals, please give us a call! Or send us an email. We'd love to answer any questions or concerns you may have.

BOOKING CHECKLIST

- Review this Rental Information Package
- Return your signed Group Information Form, reservation/damage deposit cheques, and any programming request
- Crowsnest Lake Bible Camp **does not provide insurance for rental groups**. Please determine and take care of your group's insurance coverage requirements.
- Send in a copy of your schedule at least 2 weeks prior to your arrival
- Confirm final numbers of people in your group at least 2 weeks prior to your arrival*
- Return the Allergies and Dietary Needs form (page 8) at least 2 weeks prior to your arrival*
- Collect completed Waiver Forms (page 9) for each member of your group so you can submit them to your host upon arrival. All attendees, including chaperones, must submit a signed Waiver Form upon arrival at Crowsnest Lake Bible Camp.

*2 weeks time is necessary to ensure that the right amount of food is purchased and that all dietary needs can be accommodated.

Email: rental@crowcamp.ca

Phone: 403-563-5120

Fax: 1-587-838-9724

Mailing Address: P.O. Box 250

Coleman, Alberta

T0K 0M0

RENTAL ARRANGEMENTS

CONFIRMATION

To confirm your booking, we need to receive a completed and signed Group Information Form, as well as reservation and damage deposit cheques.

We require a payment of \$300.00, paid in advance, to hold any reservation. This amount will be subtracted from the final total on your invoice. We also require a separate \$300.00 damage deposit with the reservation cheque. We suggest the damage deposit be a separate cheque, post-dated to the last day of the rental period. If no clean up or damage charges are incurred, this cheque will be returned to you by mail. Cheques should be payable to Crowsnest Lake Bible Camp.

Return the Group Information Form and cheques as soon as possible. We cannot confirm your booking until we have received both.

Please read through this information package carefully before signing your Group Information Form. Once you've signed your Group Information Form, you are bound to the terms within this package.

CANCELLATIONS

In the event that you cancel your booking at least **one month prior** to the rental dates, your reservation cheque will be fully refundable. Otherwise, the deposit is non-refundable. However, if your cancellation occurs within one month prior to the rental dates, we will give you the option of rebooking for an alternate date.

PAYMENT PROCEDURES

An invoice will be emailed to you before your arrival at camp. The full amount owing is due on or before the last day of the rental period. The number of overnights determines the number of rental days.

All cheques should be made payable to:

Crowsnest Lake Bible Camp
Box 250
Coleman, AB
T0K 0M0

DAMAGES

After your group has departed, our staff will be checking through the facilities doing a final clean and check up, noting if any damages are found. If no damages have been incurred and your invoice has been paid, your damage deposit cheque will be mailed back to you. Groups leaving the facility in a poor condition will be assessed a clean-up charge of \$25.00 per hour. If any damages have occurred, your group will be charged at a material plus labour cost for the repairs.

OUR ACCOMODATIONS

Lake Site

In 2011, construction of our beautiful lodge was completed. It includes a dining room, fireside area, and chapel, all in one building. Our dining room or chapel areas can seat up to 200 people for meals and functions. The fireside is wonderful for comfortable chatting and indoor campfire during the winter months. Outside, we have a sauna and fire circle able to be used year-round. Another multi-purpose room is available for meetings or classes, if you require a separate space.

We have 16 heated cabins capable of sleeping up to 128 people.

Mountain Site

For a more rustic option, our Mountain Site is also available to rent. It has 7 small unserviced cabins, a washroom trailer with flush toilets, sinks, and showers, a kitchen trailer, a covered eating area, and a fire circle.

For more information and pricing of our Mountain Site facilities, please contact our rental coordinator at rental@crowcamp.ca.

OUR FACILITIES

All our facilities are user-maintained. This means that we require all rental groups to leave the facility in the condition it was when you arrived. Some clean up at the end of the rental period will be required. Also, groups are responsible for some clean up of facilities on an on-going basis (dishes*, dining tables, bathrooms, etc. Camp staff is responsible for the cleaning of the kitchen). The camp will supply all expendable items related to facility upkeep (i.e. light bulbs, garbage bags, toilet paper, cleaning supplies, etc.). Guests are responsible for bringing their own bedding, towels, and toiletries. Cleaning instructions are posted in each of the buildings. If you have any questions, feel free to ask camp staff.

*Unless you have requested and paid for staff to wash the dishes.

FOOD SERVICES

Each night's accommodation includes 3 meals. Menus will be standard camp menus as determined by camp. Special meals are negotiable upon request.

We do not allow groups to cook for themselves.

Meals are served buffet-style. However, seconds will be announced part-way through the meal after everyone has been fed. We ask that you wait for this announcement before helping yourself to more food.

After each meal, groups will be expected to clear the dishes, wipe down tables, sweep the floors, and clean the dishes. If your group chooses to have us do dishes, you are still responsible to scrape dishes and take to a location designated by kitchen staff.

Catering:

For every night of accommodation, we will provide:

1. Hot breakfast
2. Hot or cold lunch (bagged if requested)
3. Hot supper
4. Evening snack

PROGRAMMING

Looking for something to do with your group? We offer archery, climbing, canoeing, and hiking all led by experienced and trained individuals. We also offer outings or special programming if that's something that would be useful to your group.

All programming is dependent upon weather. Also, the number of instructors is dependent upon the number of participants. Please let the rental coordinator know if you are interested in programming for your group.

Other Activities:

- Our Lake Site is located right on the shore of Crownsnest Lake. There is a small pebble beach with a dock and sauna. The lake is too cold for swimming, but it is great for boating, canoeing, fishing. It is also possible to skate on the lake in the winter. We strongly recommend adult supervision for children and youth when at the lake.
- Downhill skiing:
 - The Fernie or Castle Mountain Resorts are both a 45-minute drive away.
 - The Pass Powderkeg in Blairmore is a 20-minute drive from camp.
- Cross-country skiing:
 - Around camp or a 15-20 minute drive up to the trails at Allison/Chinook Lake.
- Numerous hiking trails.
- Sparwood Leisure Centre has pool, weight room, sauna, and hot tub. It is located about 25-minute drive away.
- Historical sites at Frank Slide, Leitch Collieries, Coleman Museum, and Bellevue Mine tours.

UPON ARRIVAL

For each group that comes to Crowsnest Lake Bible Camp, we assign a host to make your stay comfortable and enjoyable. Your host will greet you upon arrival and be available to answer any questions you may have throughout your stay.

Other staff to be familiar with (who may or may not be around during your stay):

Jeanette Kazakawich–Rental Coordinator – rental@crowcamp.ca

David Graham – Director of Camping – david@crowcamp.ca

Randy Demman – Facilities Manager – facilities@crowcamp.ca

Stephanie Brouwer – Registrar/Office Administrator – registrar@crowcamp.ca

Daniel Vanderpyl – Director of Outdoor Programs – daniel@crowcamp.ca

Danika Vanderpyl – Volunteer Coordinator – danika@crowcamp.ca

Crowsnest Lake Bible Camp has reliable cell phone service. However, we do NOT have Wi-Fi available for our guests.

DIRECTIONS

CLBC's Lake Site is located just off Highway 3, about 10 kms west of Coleman, near the BC - Alberta border.



WHAT TO PACK

Remember, we are in the mountains. Even if it's nice and warm where you are, it may be colder here. Please bring warm clothing and come prepared for any weather- anytime of year.

Things to remember:

- Bed linens (or sleeping bag)
- Pillow
- Personal toiletries
- Towel/ Facecloths
- Bathing suit (if using the lake or sauna)
- Water bottle
- Flashlight
- Indoor shoes or slippers (during the winter months)
- Closed-toed shoes (Closed-toed shoes are required in the dish pit and archery range)
- Each rental group is required to provide their own first aid kit and store and administer and needed medication. An AED is located in the lodge. All skill instructors are certified with Standard First Aid.

SITE PROCEDURES

Over the past 60 years that Crowsnest Lake Bible Camp has been around, we have developed some expectations of how our facilities are managed so they can be enjoyed and used for years to come. Please ensure that everyone in your group is aware of these procedures, as it helps create a safe and positive atmosphere for everyone.

1. Guests are expected to meet Federal and Provincial Legislation and/or regulations. Also, groups are responsible for meeting any guidelines that are set out by their organization's governing body, as applicable.
2. Competent adult supervision (age 18 and over) is required in every cabin and/or any lodge room.
 - During meals, chaperones are expected to provide full supervision of the minor-aged guests.
 - Minors are not to be left unattended in sleeping quarters
 - A chaperone must be present at each activity to supervise the group. CLBC's staff will provide instruction and facilitate safe use of equipment but are not responsible for group behaviour.
3. Groups must leave the facilities they have used in the same condition as when they arrived. This will require some light cleaning during and at the end of your stay. Please bag all garbage and dispose of it in the blue dumpster provided.
4. There is no smoking allowed within camp boundaries at any time. Smoking is permitted in a designated location (the parking lot).
5. Alcoholic beverages are not allowed on camp property.
6. **There is NO FOOD OR DRINK allowed in cabins or dorms.** Not only does food attract rodents but also spills can be very hard and costly to clean up.
7. We are a peanut aware camp. You may bring in any extra snacks for your group, but they must not contain peanuts in them or be made with peanut butter.
8. We require that doors are kept closed at all times – even during warm weather. This helps to keep furry and flying creatures outside where they belong. Please turn out lights when leaving a building.
9. Outside fires are to be made only in the two designated areas - at the fire circle behind the lodge and in the lakefront fire pit. If you plan to have a fire, please advise camp staff. Never leave a campfire burning without supervision. After use, quench the fire thoroughly with water. Please keep your fires small and contained. The fireplace in the lodge may be used at your convenience. However, we ask that when finished using the fireplace, it is left with only coals burning.
10. The use of fireworks is not allowed as we do not have a permit.
11. Any equipment that is borrowed must be used with care and returned back to its proper location when finished with it. Any losses and/or damages that occur must be reported to your host and paid for. For any damage to or loss of Crowsnest Lake Bible Camp's property or equipment, a fine appropriate to the item that is damaged or lost will be assigned.
 - This includes graffiti and other forms of vandalism.
12. Crowsnest Lake Bible Camp is not responsible for personal property and vehicles on our premises. Lost items should be reported to your host. Items left behind will be donated to local thrift stores.
13. Vehicles are to be parked inside the parking lot. Driving through the gate is only permitted if Crowsnest Lake Bible Camp staff has given permission. If assistance is required transporting luggage from vehicles, our staff would be more than happy to help.
14. Crowsnest Lake Bible Camp does not accommodate pets.

PRICING

Fee Schedule (Rates will be subject to change for the 2020 year):

*Please note that these prices are for our Lake Site facilities. For more information and pricing of our Mountain Site Facilities, or for the Wedding Rental Package, please contact our rental coordinator at rental@crowcamp.ca

RATES:

The following rates are per person per night for accommodation and catering:

Youth/ Adult: \$40.00
 Children (Under 12 yrs): \$25.00*
 Under 5: Free*

*For Child Pricing, a child must be accompanied by a parent or guardian

All groups will be charged for a minimum of 15 people per night.

Dishes:

If your group does not wish to do their own dishes, you can choose to pay for camp staff to do them. Please let us know at the time of booking.

Dish Washing: extra \$5/person/day

Extra Meals:

Extra meals can be provided. Please let us know at time of booking.

Breakfast - \$7.00/ person
 Lunch - \$7.00/ person
 Dinner - \$10.00/ person

Day Use Rate: \$300.00

Our day use rate does not include the use of the kitchen or catering.

Outdoor Programming:

We will provide instructors who will lead your group in rock climbing, canoeing, archery, and a variety of wilderness skills. These programming options come at an additional cost. Please contact the rental coordinator to make arrangements.

Climbing - \$125/hr, \$175/1.5 hrs, \$225/2 hrs, +\$40 for every extra ½ hr (up to 15 people per session).

Canoeing - \$75/hr, \$110/1.5 hrs, \$140/2 hrs + \$25 for every extra ½ hr (6 canoes max, 12-18 people, 3rd person sitting on the bottom of the canoe).

Archery - \$75/hr, \$110/1.5 hrs, \$140/2 hrs + \$25 for every extra ½ hr (up to 12 people).

-Dayhike - \$50/hr/instructor or \$150/day/instructor (1-20 people – 1 inst./21-50 people – 2 inst./ 51+ people – 3 or more instructors)

-Outtrips – inquire for pricing.

We request that groups provide a final estimate of the number of people, all dietary restrictions, and a schedule of the event at **LEAST TWO WEEKS** prior to the rental date.

ALLERGIES AND DIETARY NEEDS

Group Name: _____

Dates: _____ **Number of People:** _____

Crowsnest Lake Bible Camp realizes that some of our guests may have allergies and special dietary needs. We will do our best to provide meals that meet your dietary requirements.

In order to provide these meals, we must receive your group’s dietary requirements information at **least 2 weeks prior** to your arrival at camp.

Please ensure that all dietary requirements are listed. If more space is needed, you may make copies of this form.

Individuals who are listed as having special dietary needs should introduce themselves to the cook- if possible, before the first meal.

NAME	FOOD ALLERGY or DIETARY NEED	REACTION AND SEVERITY

Return this form to CLBC by emailing it to rental@crowcamp.ca or sending it to Box 250 Coleman AB T0K0M0

WAIVER AND RELEASE

I, hereby acknowledge that while reasonable precautions shall be taken to ensure the good welfare and protection of camp guests, Crowsnest Lake Bible Camp, its directors, employees, volunteer staff members or facilities are hereby released from any and all liability in the event of any accident or misfortune that may occur to myself while attending or travelling to or from a program offered by or at Crowsnest Lake Bible Camp.

I also acknowledge and agree:

- That wilderness activities and programs can be very dangerous, exposing guests to many risks and hazards, some of which are inherent in the very nature of the sports themselves, others which result from human error and negligence on the part of the persons involved in preparing, organising and running the activity.
- That as a result of the aforesaid risks and hazards, I may suffer serious personal injury, even death, and/or property loss.
- That some of the aforesaid risks and hazards are foreseeable, but others are not.
- That I have carefully read the Waiver and Release agreement, that I fully understand the same, and that I am freely and voluntarily executing the same.
- That this Waiver and Release agreement is binding on me, my heirs, my executors, and personal representatives.

I also hereby give permission to Crowsnest Lake Bible Camp to use photographs, slides or video of myself for purposes of promoting Crowsnest Lake Bible Camp.

If you do not want Crowsnest Lake Bible Camp to use pictures or video of this guest, please check "no." NO

Guests under the age of 18 years require the signature of a parent or guardian on this form.

Guest Name

Guest Signature, or Parent Signature if Guest is under 18

Date