

Crowsnest Lake Bible Camp



WEDDING 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 and love 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, AND reservation/damage deposit cheques.
- 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*

*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.

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.

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. The camp will supply all expendable items related to facility upkeep (i.e. light bulbs, garbage bags, toilet paper, cleaning supplies, etc.). Guests must bring their own bedding, towels, and toiletries and will be responsible for cleaning their cabin before they leave. It is expected that the users will be responsible for the removal of any decorations and returning tables/chairs/benches back to their original location. Cleaning instructions are posted in each of the buildings. If you have any questions, feel free to ask camp staff.

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

FOOD SERVICES

Meals are served buffet-style.

We do not allow groups to cook for themselves, unless they can provide someone who has cooked at CLBC before and meets our criteria. Please contact the rental coordinator for more details.

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

DIRECTIONS

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



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. In the event of a wedding, up to 2 bottles of wine are allowed on the tables for toasts, etc.
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.

WEDDING PACKAGE

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

RATES:

We offer a few different options for your event. Following is a breakdown of available options. Overall price will be confirmed depending on menu choice and number of people attending.

A more rustic site, called the 'Mountain Site', is also available (note: due to lack of off season access the 'Mountain Site' is only available in June and September). Please talk to the rental coordinator about the availability of this unique site.

The Lodge:

The use of our lodge includes

- Use of our tables, benches, and chairs
- Use of linens (note: there is a charge for laundering linens)
- Use of our sound system (indoors only)
- Use of our camp plates, cups, and silverware (mixed)
- Coffee, tea, water, and punch
- Cleaning (bathrooms, mopping, etc) of the lodge before and after the wedding
- ~24hrs of use of our building (ex. Saturday morning until Sunday morning)

Catering:

Please note that we do not allow groups to cook for themselves, unless they are hiring a caterer or can provide someone who has cooked at CLBC before and meets our criteria. Please contact the rental coordinator for more details.

If you would like for us to cater your wedding, we offer different reception meal options. Meals are served buffet-style.

OPTION 1: CHOOSE

- ONE main meat (roast beef and gravy or chicken breast)
- TWO salads (garden, Caesar, Greek, cabbage)
- ONE potato dish (mashed, roasted, scalloped)
- ONE vegetable side
- Buns (whole wheat and white)

OPTION 2: FINGER FOOD

- Wraps/sandwiches
- Pickles/Olives
- Sausage
- Cheese and Crackers
- Vegetable tray
- Fruit tray

(Minor modifications or substitutions of the menu may be requested. However, this must first be approved by the head cook and may result in a change in the price.)

Labour:

We will hire staff according to the amount of people at your event and also the menu chosen. A host will be present to assist you.

Rates (based on 150 attendees): **OPTION 1- \$3500**

OPTION 2- \$2000

Damage Deposit: A separate cheque in the amount of \$300 is required as a damage deposit for any rental booking.

Accommodations:

The following rates include one night of accommodation and a continental brunch.

Cabins

Each cabin will be rented out at \$25/person for the first two guests. Any additional guests in that cabin will be charged \$5/person. Children under 5 are free. Guests must leave cabins in condition they were found. Some light cleaning may be required.

Breakfast will be served between **0800hr-1000hr** in the morning.

A separate invoice will be made up for rental accommodations. The rental coordinator will organize the collection of payment. Renters (wedding couple) are responsible for any outstanding guest accommodation payments. Any outstanding amount will be taken out of the damage deposit. If you have further questions regarding cabin rentals, please contact rental coordinator.

We request that groups provide a final estimate of the number of people, all dietary restrictions, and a schedule of the event at **LEAST ONE MONTH prior to the rental date.
A final confirmation of numbers must be submitted two weeks previous to the event.**

