



Camp Lemieux

Camp Facility Rental Application

(Please Print)

Name of Organization or Group _____

Dates Requested (m/d/y): From _____ To _____

Requested: Arrival Time _____ am/pm Departure Time _____ am/pm

Group's Approx Size: _____ Group's Approx Age Range: _____

Reason for Rental Application: (Please Check All Those That Apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Youth Ministry Event | <input type="checkbox"/> School-Age Group |
| <input type="checkbox"/> Family Reunion/Celebration | <input type="checkbox"/> Young Adults Ministry Event | <input type="checkbox"/> Outdoor/Environmental Ed |
| <input type="checkbox"/> Retreat/Conference/Meeting | <input type="checkbox"/> Camp Lemieux Alumni Event | <input type="checkbox"/> Other _____ |

Bookings are first come – first served and are accepted throughout the year for May to Sep rentals, excluding Counselor-in-Training (CIT) and Camper weeks during peak season. Prices are subject to change. Upon receipt of this application, availability of requested dates will be temporarily confirmed when:

1. The **Damage/Cancellation Deposit** & signed **Camp Policies** received **with Rental Application**.
2. The **Camp Rental Agreement Contract** signed and received.
3. Proof of **General Liability Insurance** and **payment in full** received **one week prior** to event.
4. A copy of valid **Saskatchewan Liquor & Gaming Permit** received **one week prior** if serving alcohol at weddings, family reunions, or conferences.

If Rental Application is approved by the Camp Board, a copy of the Camp Rental Agreement Contract will be sent to the Primary Contact person. The Camp Lemieux Board will always retain the original.

Primary Contact Info	Secondary Contact Info
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Name: _____

Name: _____

P.O. Box / Street: _____

P.O. Box / Street: _____

Town/ City: _____

Town/ City: _____

Province: _____ Postal Code: _____

Province: _____ Postal Code: _____

Home Phone: () -

Home Phone: () -

Cell Phone: () -

Cell Phone: () -

E-Mail: _____

E-Mail: _____

Preferred Method(s) of Communication:

Preferred Method(s) of Communication:

- Home Phone Cell Phone Email

- Home Phone Cell Phone Email

Facilities Requested: (Please Check All Those That Apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Bishop Noel Hall & Kitchen | <input type="checkbox"/> Cabin #5-6 | <input type="checkbox"/> Camp Fire Pit |
| <input type="checkbox"/> Music/Movement Quonset | <input type="checkbox"/> Swamp & Pine Acres Cabin | <input type="checkbox"/> Archery/Pelletery Range |
| <input type="checkbox"/> Our Lady of the Lake Chapel | <input type="checkbox"/> Villa Maria Cabin | <input type="checkbox"/> Boating Equipment (canoes, paddleboats, lifejackets) |
| <input type="checkbox"/> Main Hall Accommodations | <input type="checkbox"/> St. Dominic's Chapel | |
| <input type="checkbox"/> Cabins # 1-4 | <input type="checkbox"/> Large Main Field | |

Estimated Rental Fees: (All fees include use of equipment/facilities in Rental Contract & GST tax.)

Fees	Rental Type	Types and # of Days Requested		School Age, Youth/Young Adult Ministry, Non-Profit Groups	All Other Groups
Required	Damage/Cancellation Deposit*			Full Day Rental	
Required **	Full Camp - Overnight	<input type="checkbox"/>	x ____	\$350	\$1250
	Full Camp – Full Day	<input type="checkbox"/>	x ____	\$350	\$1250
	Full Camp – Half Day	<input type="checkbox"/>	x ____	\$300	\$600
	Single Cabin - "Poustinia Style" Retreat Getaway	<input type="checkbox"/>	x ____	Cost Being Reviewed	
Additional (Choose all that apply)	Time Extension – per additional hour	<input type="checkbox"/>	x ____	\$50	\$100
	Firewood for Camp Fire Pit	<input type="checkbox"/>	x ____	Cost Recovery	
	Waterfront Boating Equipment – per boat/day	<input type="checkbox"/>	x ____	\$10	\$25
	RV Electricity – per plug # of RV's = _____	<input type="checkbox"/>	x ____	\$30	
	Unfinished Clean Up Fee – per cleaning hour required	<input type="checkbox"/>	x ____	\$200	\$200
<p>*All damages are assessed at cost plus labour. In the event of cancellation with less than 6 months notice, the Damage/Cancellation Deposit is 100% non-refundable. In the event of cancellation with more than 6 months notice, the Damage/Cancellation Deposit is 70% refundable.</p> <p>** Overnight rentals are based on a 24 hr period. Day rentals are based on a 12 hr period & do not require use of overnight facilities past 11 pm. Half Day rentals are based on a 6 hr period.</p>					
Estimated Total Cost for Rental:					

- I have included the Camp Rental Policies signed as read and accepted.
- I have included the Damage/Cancellation Deposit. **Cheque Payable To: Camp Lemieux**
- I will be providing proof of Liability Insurance (required) and valid liquor permits (should my choice of rental require them) at least one week prior to rental date.

Rental Group Primary Contact Signature

Date

Mail Application To:
 Camp Lemieux Rental
 Attn: Camp Board Chairperson
 Box 836 Shaunavon, SK. S0N 2M0

For Office Use Only:	Ch #: _____	Amount: _____
Date Received (m/d/y): _____	Received By: _____	
Board Decision: Approved or Denied (circle)		Meeting Date: _____



Camp Lemieux

Camp Facility Rental Policies

Please read this Rental Policy in its entirety and sign as read-and-accepted. Return the signed copy to the Camp Lemieux Board along with your Facility Rental Application and full Damage/Cancellation Deposit to temporarily hold your booking. For the purpose of this document, the terms “Rental Group” refers to the group who signed the Rental Agreement Contract and the term “Caretaker” refers to the Board-designated contact person for the date(s) specific to that rental only.

1. **Non-Profit Organization:** Camp Lemieux is not a commercial enterprise. We are a non-profit organization operating within the Archdiocese of Regina (Roman Catholic Church), sponsored by the Knights of Columbus along with great volunteers and individuals just like you. Camp Lemieux has been run by volunteers and alumni since 1950 – thank you for your support!
2. **Rentals:** Outside of camper season programming, our facilities are made available to Church groups, organizations, non-profits, individuals or families, to come and get away from the busyness of life, to “retreat” from the world, to celebrate family and get with God.

Rentals are accepted on a first come – first served basis and are accepted throughout the year for May to September rentals, excluding Counselor-in-Training (CIT) and Camper weeks during peak season. Prices are subject to change upon annual review by the Camp Board.

ALL rentals will require an initial and final 30 minute walk through by the Primary or Secondary Contact of the Rental Group and the designated Caretaker for that specific rental.

The Camp Board reserves the right to refuse rental to groups whose purpose and/or activities conflict with *Camp Lemieux’s Mission Statement - Camp Lemieux seeks to nurture the faith of youth through experiencing life in a Catholic Christian community, participation in the sacraments, and having new experiences in an outdoor setting. Camp Lemieux community is challenged to worship and love the Lord our God with all our heart, soul, and strength through gifts of the Holy Spirit as Christ has taught us according to the Catechism of the Catholic Faith.*

3. **Facility & Accommodations Style:** Camp Lemieux is a very basic and simple facility. We are not winterized. Rental groups bring their own bedding, towels and personal toiletries and are expected to clean the facilities used when they leave. This helps keep costs minimal and requires a smaller volunteer base to offer rentals.
4. **Booking Process:** Please submit full Damage/Cancellation Deposit, signed Camp Policies, along with your Rental Application in order to hold your booking. Your booking becomes official once the Camp Lemieux Board reviews and accepts your Rental Application. Please allow up to 2 weeks for the Camp Board to process each application request. The Board decision will be communicated with the Primary Contact listed on the Rental Application. If approved, a copy of the Camp Rental Agreement Contract will be sent to the Primary Contact person and must be submitted, along with proof of General Liability Insurance and payment in full, at least one week prior to rental date. The Camp Lemieux Board will always retain the original signed copy of the Rental Agreement Contract.
5. **Damage/Cancellation Deposit:** Payment of a full day rental will be required as the Damage/Cancellation Deposit. Please submit this deposit, your signed-in-agreement Camp Policies, along with your Rental Application in order to hold your booking. We reserve the right to withhold this deposit if the Rental Group damages Camp property or fails to clean camp according to standards in the Rental Contract.
6. **Cancellation Policy:** In the event of cancellation with less than 6 months notice, the Damage/Cancellation Deposit is 100% non-refundable. In the event of cancellation with more than 6 months notice, the Damage/Cancellation Deposit is 70% refundable to the Rental Group. Camp Lemieux will retain the remaining 30% of the Damage/Cancellation deposit for admin duties.
7. **General Liability Insurance:** For the benefit of Camp Lemieux and the Archdiocese of Regina (as insurer of Camp Lemieux), it shall be the responsibility of the Rental Group to maintain and enforce during the term of this rental, Property & Liability Insurance covering bodily injury and property damage arising from operations of the Rental Group in connection during this rental with a limit of liability of not less than \$2,000,000.00 for any one accident

or occurrence. The Rental Group must provide the Camp Board with a Certificate of Insurance as evidence of the insurance not less than one week prior to the start of the rental. Failure to do so will result in possible cancellation of the event & loss of damage deposit. Our legal name is Camp Lemieux and the land location # is NW-12-12-15-W3 in the R.M. of Lac Pelletier #107.

8. **Damage & Unfinished Clean-Up:** Renters will be held responsible and billed for, unfinished clean-up, damage to any buildings and/or equipment beyond normal wear and tear or any missing items. All damages will be assessed at cost plus labour to repair. Please report any damages/breakages, etc. to the caretaker during the final walk through.
9. **Emergency Plan & Medical Supplies:** Emergency contact names and numbers are beside kitchen phone. The closest medical services are Cypress Regional Hospital (306-778-9400) 2004 Saskatchewan Drive in Swift Current, SK. Rental Groups MUST supply their own First-Aid medical supplies.
10. **Parking:** All vehicles MUST park in designated parking areas. No parking is allowed around Main building once vehicles are unloaded.
11. **Environmental Impact:** Thank-you for your co-operation respecting the natural environment at camp by:
 - a. Not removing or defacing natural growth. Do not cut or pull down trees or shrubs. Do not dig any additional fire pits. Only use firewood provided or purchased within Lac Pelletier Regional Park.
 - b. Leaving the grounds clean and in order. Use of any type of markings, tape, etc are discouraged or alternately must be removed (if prior approval received) at the end of your event on either Camp Lemieux property or any other landowner's property.
 - c. Dogs are welcome on outside grounds only (not inside buildings) provided they are kept in a portable kennel and owners are responsible pet owners that pick up after their pets. Pooper scoopers and/or biodegradable plastic bags are highly recommended.
 - d. Please switch lights off when not in use and be sure to close doors when leaving buildings, unless otherwise instructed.
 - e. No motorbikes or quads are to be used on Camp Lemieux property. All vehicles MUST park in designated parking areas.
12. **Camp Fire Pit:** Open fires are only allowed in the designated Camp Fire Pit with prior approval as indicated on the Rental Agreement Contract. Only use firewood provided or purchased within Lac Pelletier Regional Park. All open camp fires must be under adult supervision. BE SURE TO EXTINGUISH ALL FIRES COMPLETELY WITH WATER FROM THE LAKE BEFORE RETIRING OR WHEN NOT IN USE. All fire bans put in place by the RM of Lac Pelletier MUST be respected and enforced by the Rental Group. Contact the RM of Lac Pelletier Office (306-627-3226) for current fire ban updates during the week. Charlie's Restaurant & Convenience Store (306-627-3206) across the lake can give second-hand fire ban information on the weekends.
13. **Respecting Lake Neighbors:** Although it may appear that Camp Lemieux is fairly secluded, noise carries very easily across Lac Pelletier. We ask your group be mindful of the time of day and ensure respectful noise levels to ensure positive relations with lake neighbors. Official noise complaints from the RM of Lac Pelletier and/or the Lac Pelletier Regional Park will result in loss of the Damage/Cancellation Deposit.
14. **Smoking & Illegal Drug Use:** Camp Lemieux has a tobacco-free policy in ALL of the buildings. The fire pit is the designated smoking spot outdoors. All cigarette butts are to be placed in this designated outdoor smoking spot. Illegal drugs are not allowed on Camp Lemieux property. If there is suspicion of possession/use of illegal drugs by your group during your rental event, your group will be asked to leave immediately, without refund.
15. **Alcohol Use With Required Permits:** Alcohol is allowed for Rental Groups not catering to minors. We recommend and expect moderation, designated drivers and require that you follow Saskatchewan Liquor and Gaming laws (including the need for a liquor license permit) as well as local noise by-laws. All liquor MUST be served in plastic cups, including beer, wine and hard liquor. Camp Lemieux is not liable for any alcohol related accidents or injuries and does not provide supervision or security for any alcohol-related events. If your group is in violation of any laws, your group will be asked to leave immediately without refund. A copy of the liquor permit must be submitted to our office no later than one week prior to the start of the rental date. The Rental Group will be required to present the original Liquor Permit to the Caretaker during the Orientation Walk-Through on the first day of rental.

“Special Occasion Permits are required for anyone serving alcohol at a special event, such as a wedding, cabaret or fundraiser that is held in a location other than a private place. A permit is required regardless if alcohol is served free of charge or if it is sold.

Cost Recovery Permit

These permits authorize the sale of alcohol at a price sufficient to recover the cost of the alcohol. These permits are available only for private family celebrations and events, such as weddings or birthdays.

Non-Sale Permit

These permits are for private functions where alcohol is served, but not sold. This permit is commonly used for staff parties, weddings, reunions and other family functions, open to invited guests only. Minors may attend. This permit is available to individuals and bona fide organizations.

Permit applications are available online, from liquor stores, franchises, or SLGA's Head Office. Organizers should apply a minimum of 15 days in advance of the event and minors may attend.

For more information, please refer to: <http://www.slga.gov.sk.ca>

16. **Phone Availability:** Bring a cell phone with you. There is a phone located in the Kitchen for emergency use only. Regular long distance calls are NOT to be charged to Camp Lemieux number unless pre-approved by the Board. Monthly phone bills will be confirmed before Damage/Cancellation deposit is refunded following rental.
17. **Waterfront:** There is a boat launch at the south end of Lac Pelletier if you would like to bring personal boats and water craft. We recommend and advise that Rental Groups provide a qualified lifeguard (NLS Certified, First-Aid & CPR). Be sure to check your General Liability Insurance coverage regarding water safety and water craft safety requirements.
18. **Waterfront Boat Equipment Rentals:** Camp Lemieux’s boating equipment (canoes, paddleboats and lifejackets) are available for additional rental fees. If your group has rented the canoes/paddleboats/lifejackets, we ask for your co-operation in the careful handling of them to avoid unnecessary damage when pulling them out of storage and returning them to storage. Any damages will result in additional cost to your group.
19. **Fishing:** You are welcome to use our fishing dock. However, you must bring your own personal gear and equipment as Camp Lemieux does not provide fishing gear rentals. Fishing is NOT allowed near the swimming area.
20. **Camping and Reception Tents:** Above and beyond our capacity, tents and reception tents are welcome on site but must follow considerations for the property such as avoiding waterlines: no parking in lanes whereby emergency vehicle access would be required nor where any damage to the natural elements of camp would occur (i.e. no damage to or removal of trees or shrubs, tents are moved bi-weekly for week long rentals).
21. **Clean-Up:** At the end of your rental period, see that all buildings are clean, tidy, and all garbage is picked up. Please refer to the Rental Clean-up Instructions outlined in the Rental Agreement Contract for details.
22. **Pre-Rental & Close-Up Walk Through:** Upon arrival at the camp and prior to your departure, the Primary or Secondary Contact will be required to accompany the Caretaker on a quick tour (20-30 min). A Rental Facilities Checklist will be used during both tours. Your group will be billed later and payment is due upon receipt of the invoice. A copy of the Checklist will be provided with your refunded damage deposit following the event.

I have read the Camp Policies above and agree to abide by them for the duration of the Rental Agreement Contract. I acknowledge that by signing this form it is my responsibility to ensure the rest of the Rental Group is aware of the above Camp Policies. I acknowledge that failure to comply with these Camp Policies by any member associated with the Rental Group will result in the Damage/Cancellation Deposit being withheld by the Camp Lemieux Board as payment for breach of contract. I acknowledge that legal action may be considered for unpaid damages should they exceed the amount of the Damage/Cancellation Deposit.

Rental Group Primary Contact Signature

Dated