

CAMP OWAISSI

Group Rental Contract 2020



Information

Camp Owaissi is situated just north of Kelowna on the beautiful Okanagan Lake. The camp is available for private rental between April to October and can be booked for a variety of durations. If you have any questions or concerns, let us know and we will be happy to work with you to create an unforgettable experience.



Camp Owaissi – Contact Information

Camp Director – Ian Dixon

Email – oac.director@gmail.com

Phone – 778 478 8312

Welcome to Camp Owaissi!

Thank you very much for choosing Camp Owaissi for your group rental, we hope you have an enjoyable stay and we look forward to seeing you again in the future. During your time at Owaissi, the property manager (Mark McLean) will be your onsite contact. His phone number will be provided to you in your welcome email. Please ensure that you contact him if you have any problems during your stay. Before and after your stay, the camp director (Ian Dixon) will be your contact. He will coordinate the rental of the camp, confirmation of details and the invoicing for the rental.

Camp Owaissi can be rented to accommodate a variety of events such as family reunions, private camp rentals or large gatherings. The camp can host wedding receptions however we can only accommodate Anglican wedding ceremonies with specific regulations and standards, contact the director for further information.

When you rent Camp Owaissi, you get access to the following areas of the camp including all 8 cabins, dick birch, kootenay hall, the near and far washrooms, the shower house, the waterfront/beach area, the field, forest, dining hall, kitchen and the windsong. Areas that are out of bounds include the residence, bishop's lodge and the area to the south of the dining hall and the residence. Please ensure that roadways are always kept clear and free of hazards.

Facilities

Dining Hall:

You will have access to our dining hall which seats 110 and our commercial kitchen. The kitchen has a large walk in cooler, a stand up freezer, plenty of pantry space, a commercial grade stove and oven combination. All utensils, trays and cooking equipment is available for use but no consumables are included. A coffee maker and kettle are also available for use as well. All flatware is also included which includes cutlery, plates, bowls etc. There is a commercial dishwasher that is also available for your use. Tables and benches are located in the dining hall and can be set up in a variety of configurations. Please ensure that you put the benches and tables back in the corner of the dining hall before checking out.

We have a commercial grade BBQ with 12 burners that is available to rent. The charge to use the BBQ is an additional \$100 per stay and includes the propane. It is expected that the BBQ will be cleaned after use.

Cabins:

The cabins sleep 84 in bunks beds with 16 single beds available, giving a total capacity of 100 in the cabins. There is space for additional tenting and RV parking if required. Please note that all single beds have a mattress on them and we have approximately 30 mattresses on the bunk beds. To avoid disappointment, ensure you bring something to sleep on. The cabins are all within close proximity to the washrooms and shower facilities. They have electricity in each however they aren't heated. Please ensure that beds and mattresses are not moved between cabins.

The cabins have the following capacity available:

- Cabin 1 – 8 in bunk beds + 2 single beds
- Cabin 2 – 8 in bunk beds + 2 single beds
- Cabin 3 – 8 in bunk beds + 2 single beds
- Cabin 4 – 12 in bunk beds + 2 single beds
- Cabin 4.5 – 12 in bunk beds + 2 single beds
- Cabin 5 – 12 in bunk beds + 2 single beds
- Cabin 6 – 12 in bunk beds + 2 single beds
- Cabin 7 – 12 in bunk beds + 2 single beds

Dick Birch (Private rooms):

Dick Birch has 7 private bedrooms, a kitchen area with dining space, lounge with comfortable seating and 3 private bathrooms. Each bedroom has 2 beds which range from two single beds, a single and a double, or two double beds. Two of the bathrooms have an attached shower with the third bathroom just having a toilet and sink. The rooms in Dick Birch are all heated and have ample electricity available. This building is located in close proximity to the dining hall.

Kootenay Hall:

Kootenay Hall is the central building of the camp. It includes a large flexible space that can be used for meetings, dining, or lounging. The flexible space contains a kitchen, multiple couches and tables that can be adjusted to meet the needs of your group. Please ensure that everything is put back to its standard configuration to ensure that it is ready for the next guests. There is a private bedroom featuring a queen bed and an ensuite bathroom. There are also two private rooms with a single bed in each that have a large bathroom in close proximity. Please note that this area also contains our first aid station featuring an Epi-pen and an AED, as well as basic first aid supplies. Please use this equipment if required, however there will be a replacement charged levied. It is expected that you will contact the Camp Director if any of this equipment is used to ensure that we can have it replaced if necessary. Basic first aid supplies are only to be used in an emergency as it is expected that each group will bring their own supplies.

Washrooms:

Two washroom buildings are located onsite. One of them (near washrooms) is located in the middle of the camp, in close proximity to the Windsong Center, and shower building. These bathrooms feature a separate male side with two stalls and a female side with three stalls. The other washroom building (far washrooms) is located next to cabin 5 and 6 with separate male and female sides with three stalls in each side.

Shower Facilities:

There is a main shower building located centrally in the camp, adjacent to the near washroom building. It features a male and female side with four private shower stalls in each side.

Waterfront/Sports Hut

Use of the waterfront is at your own risk and there is no lifeguard on duty. There is a private swim area that is segregated by a lane rope. The dock features two ladders and is a great place to jump/dive

off, however please use caution as the water level can be low towards the end of the summer. We have approximately 20 kayaks, 20 canoes and 5 paddleboards that are available for rent. The fee for renting these boats is \$130 per stay and includes paddles and lifejackets. The canoes are located along the beach while the kayaks and paddleboards are stored underneath of the Windsong Center. The lifejackets are stored inside the sports hut. Please note that all other waterfront/sports equipment is not included in the rental such as inflatables, balls and other sporting equipment. Unauthorized or abuse of equipment will result in the damage deposit being forfeited.

We do have a water toy in the swim area that will be available for rent at a cost of \$300 per stay. This toy features a large trampoline and a jungle gym with a platform between them. The trampoline and jungle gym can accommodate a maximum of 4 people on each piece at any time with a maximum of 8 people on the water toy. Lifejackets must be worn when on the toy to ensure safety. Failure to follow these rules or damage to the water toy will result in the damages being charged to the group and could lead to a ban from future Owaissi rentals. If you have any problems with any of the equipment, please contact the property manager or camp director immediately to ensure that we can correct the problem.



Adventure Course/Sports Field/Archery Range:

There is an adventure course located in the forest above the chapel area. This course is out of bounds and we do ask for your cooperation in ensuring that your group doesn't use this area. The archery range can be used however equipment is not included. If you plan on using this area, please ensure that you follow all signs/rules that are posted in the area. The sports field is a great area for playing sports or doing a variety of activities. It features a large grassed area with a set of goal posts on either end.

Windsong Center (Gazebo area):

We have a covered open-air sitting space that is great for eating, hanging out, getting out of the weather, storage and teaching space. It can accommodate up to 100 people depending on the configuration and it features great views of the swim area.

Telephone and Internet:

The camp has cell phone coverage for all major cell carriers. Wifi is also available in the main camp buildings with the code listed on the router in Kootenay Hall. Please note, we try to ensure that the Wifi is readily available and has a strong connection however it cannot be guaranteed.

Pets/Wildlife:

Dogs are allowed on the property however they must be kept under control on a leash and cleaned up after. Please ensure that they are not making unnecessary noise. The property is frequently visited by wildlife throughout the year. Please ensure you help to limit the visitation of wildlife by keeping all garbage to a minimum and cleaning up after yourselves.

Firearms:

The use of firearms is prohibited on the property.

Alcohol and Smoking:

Camp Owaissi is surrounded by forest with a high fire danger. Please ensure that smoking is done in a safe manner and that butts are disposed of properly. Alcohol is allowed to be consumed on the camp property, please check with the local authorities on obtaining any necessary permits. Smoking is only to be permitted in the area located to the south of the dining hall. A pail will be provided in this space for the cigarette butts and we ask for your cooperation as these contain plastic and chemicals that are poisonous to children, wildlife and water. Illegal drugs are prohibited on the camp property.

As Camp Owaissi is a camp for youth, we do ask for your cooperation in ensuring that any evidence of alcohol or drugs is removed from the property.

Campfire:

The camp has two areas that can accommodate a campfire for your group. One of them is located just below Kootenay Hall and features limited seating around the fire pit. A larger campfire pit is located down the beach past the canoes and features built in benches that can accommodate much larger groups. Wood is included in the rental however you are responsible for splitting the wood. A wood splitter and axes are provided for your use however please use caution while using this equipment. The property manager will be available to assist in the operation of the wood splitter if required. Wood that has been pre-cut and is located underneath the main campfire deck is for use by the Owaissi summer camps only. Please check with local authorities to ensure there isn't a fire ban during your stay.

Quiet Hours:

Exist from 11:00 pm to 7:00am. Please keep all noise to a minimum at this time to prevent upsetting the neighbours of Owaissi.

Snowmobiles and ATV's:

For noise and safety reasons the use of snowmobiles and ATV's is prohibited on the property.

Camp Maintenance and Cleaning:

To keep the costs down, we ask that groups help in cleaning the facilities. This means keeping your own washrooms clean and picking up after yourself. In addition we require that the camp be left clean and tidy upon your departure in the same condition that it was found upon arrival. Detailed instructions of what is required is attached to this agreement. Failure to leave the camp in a clean manner will result in your deposit being forfeited and the potential for a ban from future rentals.

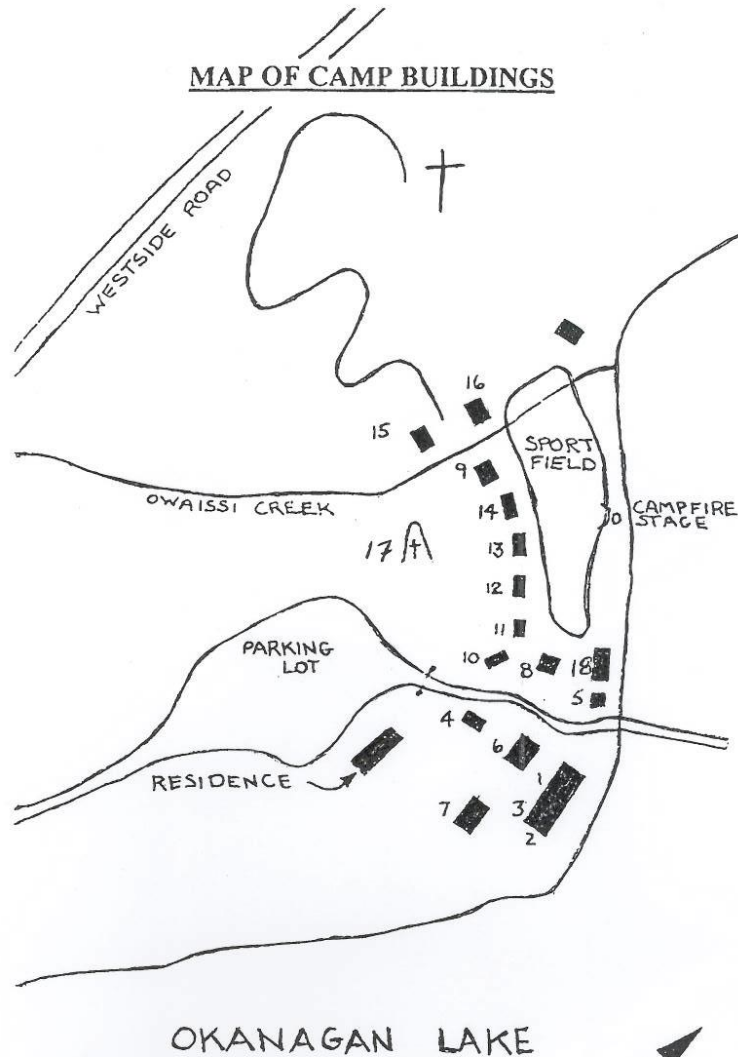
Health and First Aid:

Camp Owaissi does not have a nurse on staff. It is to your benefit to appoint a qualified person to administer first aid during your stay. The camp has a basic first aid kit; we strongly recommend that each group bring a fully stocked first aid kit with any supplies that the group might require.

Hospitals and medical services can be found in Kelowna (19 km.)

Kelowna General Hospital (250) 862-4000

CAMP LAYOUT AND BOUNDARIES



Legend

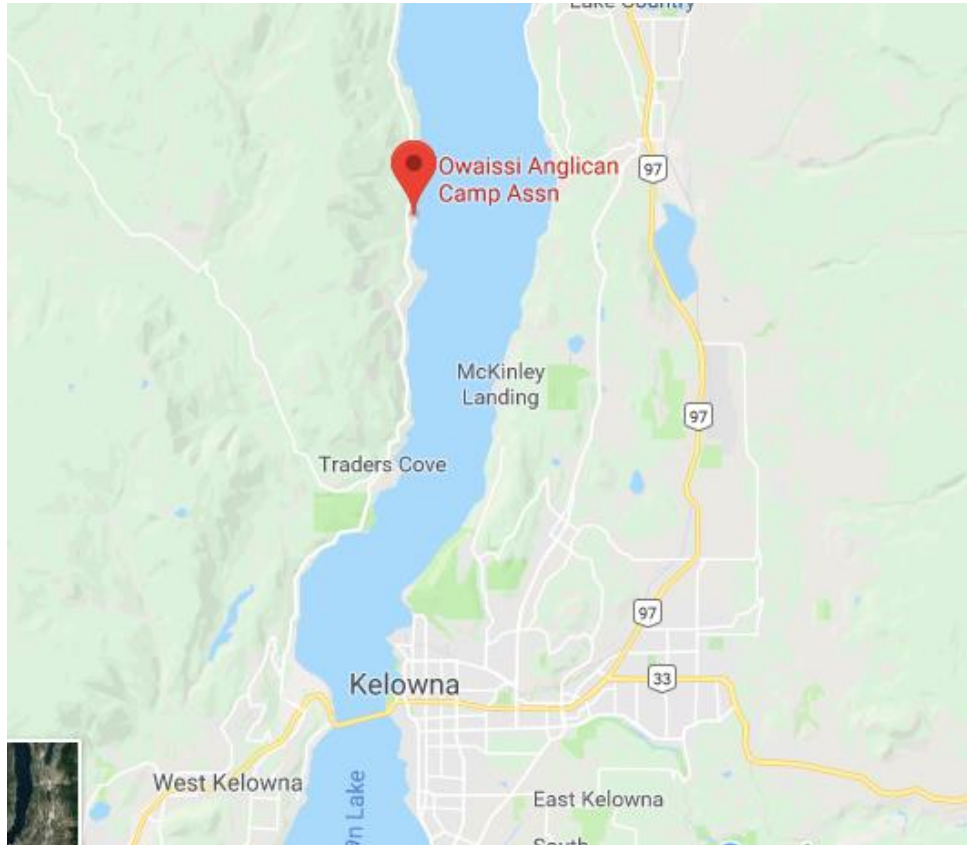
1. Dining Hall (seats 100)
2. Kitchen
3. Laundry
4. Craft Hut
5. Sports Hut
6. Kootenay Hall:
 - a) Hospital: bedroom sleeps 1, sick bay sleeps 2, full wash/bath
 - b) Admin: bedroom sleeps 2, wash/shower
 - c) Meeting: fridge, stove, tables & seating for 20
7. Dick Birch (staff living quarters)
8. South Washroom
9. North Washroom
- 10-12. Cabins 1-3 (cement block, sleep 10)
- 13-14. Cabins 4-5 (prefab, sleep 10)
- 15-16. Cabins 6-7 (A-frame, sleep 12)
17. Chapel (open-air)
18. Windsong Centre

Total Accomodation

Staff	17
Campers	<u>74</u>
Total	91

Location

Camp Owaissi Address is – 2411 Westside Place, Kelowna, BC, V1Z 3T5



Traveling from Kelowna:

Follow Okanagan Hwy 97 S to Westside Road.

Take the exit to your right onto Westside Road

At approximately 17 km turn right onto Westside Place following to the end of the road.

Traveling from Vernon via Hwy 97S

Follow Okanagan Hwy 97 S to Kelowna, crossing Okanagan Lake to Westside Road.

Take the exit to your right onto Westside Road.

At approximately 17 km turn right onto Westside Place following to the end of the road.

Traveling from Vernon via Westside Rd:

Follow the Okanagan Hwy 97 N.

Turn left onto Westside Rd (signs for Westshore/Fintry/Killiney Beach)

Follow Westside Road for approximately 50 km. Sharp left onto Westside Place following to the end of the road.

Rates

Camp Owaissi charges based on a per person, per night system.

The rates for 2020 are as follows:

Overnight: \$35 per person

Day only (9am to 4pm): \$22 per person

Children under 10 are free of charge

We have an overnight minimum charge of \$800 with a day only minimum of \$500.

Standard check in time is 5pm, with check out at 2pm. Please contact the director to discuss alternative arrival/departure times.

Additional Options (Charged per stay):

BBQ - \$100

Watertoy - \$300

Canoes/Kayaks/Paddleboards - \$130

Booking/Cancellation Policy

The booking window opens on January 1st at 11am for the following year. Bookings must be made via email and will be dealt with in the order that they are received. For example,

January 1st 2020, bookings open for all of 2021

January 1st 2021, bookings open for all of 2022

All bookings must receive a deposit of \$750 or \$1500 for groups with an expected balance larger than with \$5,000 which must be received within 5 business days of the confirmation of dates by the camp director. The deposit will be held to cover any damages or to cover cleaning costs if the camp isn't left in a clean condition. Assuming the camp is clean and free of damage, the deposit will be deducted to the final bill. Fees are not subject to GST.

In the event that you need to cancel your booking, we offer the following options:

60 days or more in advance – We will return your deposit to you, minus a \$25 administration fee.

Between 30 and 60 days in advance – We will allow for a change of dates if available, this will also be subject to a \$25 administration fee.

Less than 30 days in advance – If we can find an alternative group, we will return your deposit to you, minus a \$100 cancellation fee. In the event that we can't find an alternative group, you will forfeit your deposit.

LIABILITY INSURANCE REQUIRED – Minimum \$2 Million:

Commercial Groups: A copy of the group's "Certificate of Insurance" identifying "Owaissi Anglican Camp Assoc" and "The Diocese of Kootenay" as Additional Insureds.

Non-Commercial Groups: A copy of the group's single event liability "Certificate of Insurance" identifying "Owaissi Anglican Camp Assoc" and "The Diocese of Kootenay" as Additional Insureds..

The insurance needs to be received by the camp director a minimum of 10 business days in advance of the arrival date.

Cleaning Expectations

To ensure that everyone can afford to rent Camp Owaissi, we ask for your assistance with ensuring the camp is maintained to the highest possible standard. This will ensure that we can keep our costs as low as possible and provide the camp with the opportunity to reinvest in maintaining and upgrading the facilities.

We ask that you leave the camp in the same condition that it is in upon your arrival, this includes:

General Camp including all buildings, trails, waterfront, campfire, Windsong:

- Removal of all garbage and recycling to the bins located on the property
- Removal of all personal items that were brought to the camp

Bathrooms:

- Sweep and mop the floors
- Wipe down all the surfaces

Kitchen & Dining Hall:

- Wipe down all surfaces including tables, counter tops, cupboards and dish area
- Sweep and mop all floors
- Cleaning of the grill top and BBQ (If used)

Dick Birch & Kootenay Hall:

- Sweep and mop all floors
- Ensure that all furniture including beds, tables and chairs are in the position they were in upon your arrival

Cabins (All):

- Sweep all the floors
- Ensure that all mattresses and beds are located in the same position as they were upon arrival

Failure to leave the camp in a clean condition will result in forfeit of damage deposit as well as a potential ban on future rentals.

Group Rental Agreement

Please complete this page and return it to the camp director at oac.director@gmail.com.

The form can also be mailed to: 201, 380 Leathead Road, Kelowna, BC, V1X 2H8, Canada.

Attention – Camp Director.

Once the dates are confirmed by the camp director, the deposit of \$750 or \$1,500 will be payable within 5 business days. Failure to pay the deposit within 5 business days could result in the dates being released.

Group Information

Name of Group			
Mailing Address			
City		Province	
Postal Code		Phone Number (Home)	
Contact Name		Phone Number (Cell)	
Email Address			

Requested Dates

Check in Date		Arrival Time (Check in - 5pm)	
Check out Date		Departure Time (Check out – 2pm)	

Group Size (Numbers are to be confirmed with the camp director 7 days prior to arrival)

Children (9 & under)		Youth & Adults (10 +)	
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Facilities & Equipment (Please place a check in the box)

Kootenay Hall	<input type="checkbox"/>	Dick Birch	<input type="checkbox"/>	Kitchen & Dining Hall	<input type="checkbox"/>
Cabin 1	<input type="checkbox"/>	Cabin 2	<input type="checkbox"/>	Cabin 3	<input type="checkbox"/>
Cabin 4	<input type="checkbox"/>	Cabin 4.5	<input type="checkbox"/>	Cabin 5	<input type="checkbox"/>
Cabin 6	<input type="checkbox"/>	Cabin 7	<input type="checkbox"/>	Canoes/Kayaks/Paddleboards \$130	<input type="checkbox"/>
Water toy \$300	<input type="checkbox"/>	BBQ \$100	<input type="checkbox"/>		<input type="checkbox"/>

Payment Methods

We can accept payment by credit card and e-check through our registration system Amilia. Payment will be set up by the director. We can also accept cheques mailed to – Suite 201, 380 Leathead Road, Kelowna, BC, V1X 2H8

By my signature below, I agree to the rules and terms stated in this agreement,

- That I have fully read and understand the rental contract and agree to take responsibility.
- That the group will operate within the rental policy guidelines.
- That I will make the group aware of the rules and regulations as stated in the guidelines, prior to the group’s arrival.
- That the group agrees to leave equipment and buildings in the same condition as at the time of their arrival, less normal wear.
- That I will make arrangements for the group to reimburse Camp Owaissi for any damages to buildings and/or equipment, beyond normal wear, as determined by Camp Owaissi Director and Board. If equipment is lost, I will arrange for the rental group to pay the cost of replacement, as determined by Camp Owaissi Staff and Board.
- The Rental Group covenants with Camp Owaissi 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.
- This obligation does not apply to the extent that such loss arises from the wrongful act or omission or dependent negligence of Camp Owaissi or one or more of its trustees, officers, employees, agents, contractors or invitees.
- Camp Owaissi shall not be liable or responsible in any way for any loss of damage or injury to any property belonging to the rental group of for which the rental group may be responsible whether such property is on or off the campground.

Signature	
Date	

Office Use Only

Form Received	Deposit Received	Insurance Received	Balance Received