

CAMP MONAHAN RENTAL POLICIES

Please read this policy section in its entirety, sign acceptance and agreement of the following (please refer to the last page) and return a signed copy to Camp Monahan, along with your Rental Reservation Form and deposit to confirm your booking.

1. Rentals are accepted on a first-come, first-served basis and are accepted throughout the year.
2. Camp Monahan Association is not a commercial enterprise like a getaway resort or hotel. We are a non-profit organization, owned by the Archdiocese of Regina (Roman Catholic Church). Camp Monahan is a very basic, simple and uncluttered facility. Rental groups bring their own bedding and clean the facilities used when they leave, which helps us to keep the costs minimal for each group.
3. The damage/cancellation deposit **must** accompany the rental application to confirm your booking. Please return the deposit promptly to ensure your booking. Your rental dates will be confirmed once we receive the deposit. It shall be the responsibility of the Rental Group to maintain and keep in force during the term of this agreement, for the benefit of the Camp Monahan Association (and the Archdiocese of Regina as the owner of the Camp Monahan property) a Comprehensive General Liability Insurance covering the liability of the Rental Group for bodily injury and property damage arising from operations of the Rental Group in connection with this agreement, with a limit of liability of not less than \$2,000,000.00 for any one accident or occurrence. The Rental Group shall provide the Camp Monahan Association 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 cancellation of the event and loss of the damage deposit.
4. Renters will be held responsible and billed for damage to any buildings and/or equipment beyond normal wear and tear or any missing items. Please report any damages/breakages, etc. to the caretaker at once.
5. Renters will supply their own kitchen supplies (i.e. tea towels, detergent) and medical supplies. Your group will be provided access to one 25 cu ft deep freeze as well as the large walk-in cooler/fridge, which will be labeled for your use. All other freezers/fridges are for Camp Monahan's use.
6. Do not cut or pull down trees or shrubs. Use the firewood provided/available for purchase. You will be provided with an initial supply of firewood; if required, additional firewood will be available for purchase. We thank-you for your co-operation in this regard.
7. There are open fire pits provided for your use, please do not dig any pits. Fires are to be built in these designated areas only and under adult supervision. PLEASE EXTINGUISH ALL FIRES COMPLETELY BEFORE RETIRING OR WHEN NOT IN USE.
8. We ask that you follow local laws regarding smoking; please check with the Caretaker as to the location of the designated smoking area within the camp facility.
9. Illegal drugs are not allowed on the Camp Monahan site. 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 a refund.
10. If your group plans to have alcohol on the premises, we ask that you follow the Saskatchewan Liquor and Gaming laws (including the need for a liquor license permit – see details below) as well as local noise by-laws. IF, in the opinion of the Camp Monahan Representative, your group is in violation of any of the laws, your group will be asked to leave immediately (without refund). We appreciate your cooperation in this respect. 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.

“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.qov.sk.ca/Prebuilt/Public/Special%20Occasion%20Permit%20Fact%20Sheet.pdf> “)

11. Please respect the local noise by-laws which are in effect (quiet between the hours of 10 pm to 7 am). Although it may appear that Monahan is fairly secluded, noise carries very easily in the valley. We ask your group be mindful of the time of day and noise levels.
12. Please switch off lights when not in use and be sure to close doors when leaving buildings, unless otherwise instructed.
13. If you plan to leave the camp property on a hike, etc, **please** gain the permission of the landowners beforehand. It is recommended that you contact us prior to your arrival to make these arrangements on your behalf. Please respect the property of Camp Monahan and any neighboring landowners.
14. Please respect the natural environment at camp by: 1) not removing or defacing natural growth; 2) 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 Monahan property or any other landowner's property. **Please seek permission of caretaker or landowners before going on the property or using any markings.**
15. Please bring a cell phone with you for your use while at Camp. There is a telephone located in the Dining Hall but is primarily for Camp Monahan use, unless in case of emergency. The other telephones on camp property are for the use of Camp Monahan caretaking staff only. This line has voicemail service so your group does not need to be bothered with answering it. Please kindly advise the caretaker if it has been ringing.
16. If your group plans to use the canoes, we ask for your co-operation in the careful handling of the canoes to avoid unnecessary damage. Any damages would result in additional cost to your group.
17. If your group is considering using fireworks, we ask that the following be followed:
 - Any fireworks are shot from the end of the dock into the water. Please bring a pail to fill with sand (from beach) in which the fireworks can be put into.
 - Bring along own lighting (spot light, flashlight) to be used for setting up and launching the fireworks as a safety precaution on the dock after dark
 - Fireworks be completed prior to 11 pm (noise by-law)
 - Adult (18 +) person to handle fireworks.
 - Any other person(s) must be a minimum of 50 feet behind the launch site
 - This activity is done so at your own risk, in both the handling of or participating as a spectator

- Any damages to Camp Monahan’s facilities as a result of fireworks, are the responsibility of your group (repairs and labour costs)
18. Your group is responsible to provide supervision for any and all activities while at camp, including **ALL** aquatic activities (canoeing and swimming). Although we do have a swimming pool and beautiful lakefront property, all aquatic activities and the lifeguarding of such are the sole responsibility of your group, “swim at your own risk”. Supervisors must be current and qualified for your group’s own safety. Although a request for a qualified lifeguard(s) may be made to Camp Monahan, we cannot guarantee the availability of staff. Any costs for lifeguards/canoeing instruction, etc are the responsibility of your group and arrangements would have to be made well in advance of the rental date. Please contact our office for more details.
 19. If anyone from your group is considering bringing RV’s or trailers, we ask that a representative from your group make arrangements to visit Monahan well in advance of your event to check out the facilities. Due to: narrow, winding road into the main camp area, low-lying tree branches, poor road access in bad weather conditions, we do not allow RV’s and/or trailers to be brought into the main camp area. There is an open area (ball diamond) just inside the main gates of Monahan for RV and trailer parking (sorry, no electrified sites). As well, there is to be no parking in lanes whereby emergency vehicle access would be required nor where any damage to the natural elements of camp would occur (no damage to or removal of trees or shrubs).
 20. The Camp Monahan Representative/Caretaker will require a short orientation time with the group representatives upon your arrival. The purpose is to outline the policies and rules which need to be considered during your stay.
 21. Our Caretaker will be on site to help should any problems arise with the electrical or plumbing systems. Requests for other staff would be in addition to the rental rates and must be arranged for well in advance.
 22. Please follow other posted rules/guidelines of the camp. If in doubt, please consult with the Caretaker.
 23. Upon arrival at the camp and prior to your departure, a representative of your group will be asked to accompany the Caretaker on a quick tour of the area(s) you will be using to ensure everything is ready. A checklist will be used to confirm the condition of the area(s) during both tours.
 24. At the closing of your camp, see that all buildings are clean and tidy and all garbage is picked up. Please refer to the enclosed information on Clean-up Instructions for more details.
 25. At the end of your stay, a Rental Information Sheet must be completed with the Caretaker before your departure for billing purposes. Your group will be billed later and payment is due upon receipt of the invoice. Any unpaid amounts 30 days after invoice date will be assessed an interest amount of 1.5% per month on the total invoice amount.

Any questions or inquiries prior to your event, please contact our office in Regina at 306. 522.1047

**PLEASE COMPLETE THE APPROPRIATE FORM THAT FOLLOWS AND RETURN WITH PAYMENT
TO CAMP MONAHAN –**

**OPTION 1 – CAMP MONAHAN RENTAL AGREEMENT
OPTION 2 – CAMP MONAHAN RENTAL AGREEMENT, LARGE GROUP**

CAMP MONAHAN RENTAL AGREEMENT

To confirm your reservation, please return the completed Rental Reservation Application Form and this Rental Agreement Form along with the damage/cancellation deposit (equal to one day minimum rental, ie \$280 or \$420/ \$350 or \$525) to the address below; cheque payable to: **CAMP MONAHAN ASSOCIATION.**

Cancellation notice must be received 8 weeks prior to the rental date or the cancellation deposit will be lost. Any damages will be applied to the deposit; and damage charges above this amount will be invoiced. The additional cost for labour to complete clean up or repairs as a result of any damage to Camp property will be charged to the deposit or by invoice at \$50 per hour.

Groups will be charged based on the number of participants provided at confirmation (one week prior to the start of the event) or the actual number of persons in the group on site; whichever is higher.

Firewood: one 60 L box of wood will be provided as part of the rental fee, any additional can be arranged for at an additional cost of \$20/60 L box.

I, _____ as the Representative of _____
(Printed name - Rental group Coordinator/Responsible person) (Rental Group Name)

have read and made our group aware of the policies, expectations and fees as outlined in the Camp Monahan Rental Policies with regard to the rental of the Camp Monahan facilities. We agree to use the camp facilities within the parameters of the expectations, policies and fees as outlined in the attached document and agree to all terms as detailed.

Signature of Rental Group Representative

Date

Please address all correspondence to: **CAMP MONAHAN ASSOCIATION; Box 26035; Regina, SK; S4R 8R7;
Tel 306-522-1047 Fax 306-522-1558
Email: cammonahan@sasktel.net Website: www.cammonahan.ca**

CAMP MONAHAN RENTAL AGREEMENT – Large Group

To confirm your reservation, please return the completed Rental Reservation Application Form and this Rental Agreement Form along with the damage/cancellation deposit of \$750 (seven hundred & fifty dollars) to the address below; cheque payable to: **CAMP MONAHAN ASSOCIATION.**

The deposit is completely refundable if cancellation notice is given 90 days prior to the event. If notice is given less than 90 days prior to the event, the deposit is non-refundable. Any damages will be applied to the deposit; and damage charges above this amount will be invoiced. The additional cost for labour to complete clean up or repairs as a result of any damage to Camp property will be charged to the deposit or by invoice at \$50 per hour.

Groups will be charged based on the number of participants provided at confirmation (one week prior to the start of the event) or the actual number of persons in the group on site; whichever is higher.

Firewood: one 60 L box of wood will be provided as part of the rental fee, any additional can be arranged for at an additional cost of \$20/60 L box.

I, _____ as the Representative of _____
(Printed name - Rental group Coordinator/Responsible person) (Rental Group Name)

have read and made our group aware of the policies, expectations and fees as outlined in the Camp Monahan Rental Policies with regard to the rental of the Camp Monahan facilities. We agree to use the camp facilities within the parameters of the expectations, policies and fees as outlined in the attached document and agree to all terms as detailed.

Signature of Rental Group Representative

Date

Please address all correspondence to: **CAMP MONAHAN ASSOCIATION; Box 26035; Regina, SK; S4R 8R7;
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