

FUN  
ADVENTURE  
Biking  
HIKE SING  
Campfire  
TARJARD  
Archery MAKE  
Skills NEW  
Paddling FRIENDS  
EXPLORE



SPRING/SUMMER  
RENTAL  
PACKAGE

2019

Revised by the Caddy Lake Camp Committee  
November 2017

Spring/Summer Rentals are in affect from May 25, 2019—End of September 2019

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## CAMPING AT CADDY LAKE CAMP

### WELCOME TO CADDY LAKE GIRL GUIDE CAMP

Come and experience the rustic charm of Caddy Lake Girl Guide Camp—an experience shared by countless girls in our 65 year history. Owned and operated by Grand Pines and Lagimodiere Area, Girl Guides of Canada, our camp is the perfect setting for youth to develop the skills and confidence to help them successfully conquer today's world.

Caddy Lake Camp is an accredited member of the Manitoba Camping Association.

### CADDY LAKE CAMP LAYOUT

When you first arrive at Caddy, the first building you are likely to see is the Lodge. The Lodge is the heart of camp, containing the Kitchen, Dining Hall, Infirmary and Collectibles Display. The Lodge is also used throughout the summer for Lodge Sleepovers and Dances.

Other buildings at Camp include Staff House, Tajar's Place—the indoor bunk house, Prairie West Nest—which sleeps three in two bedrooms, the Boat House and Boat Shed.

The Waterfront is a private beach on a secluded bay, separated into two sections for swimming and boating.

The open area in front of the Lodge is known as the Parade Square. This area is used for morning Colours, Guides Own and can be utilized for some wide games. A flagpole is located in the Parade Square. Flags can be provided for Colour ceremonies.

There is a grassy field that you pass when you drive into the camp, which is the playing field. There is an assortment of sporting equipment that can be borrowed—including complete baseball and volleyball supplies.

The Big Jinx is the centralized washroom and shower facility. There is also a Waterfront Jinx and a Cook's Only Jinx. Campfire Circle and the Lookout Point are two additional areas at camp that are available for use during rentals.

### CADDY LAKE CAMP SITE ACCOMMODATIONS

Caddy Lake Camp is divided into four main sites—Cliff Crest and Poplar Grove have six tents each while Bracken Brae has eight tents and Jack Pine has nine. The tents are on raised platforms equipped with four cots with mattresses.

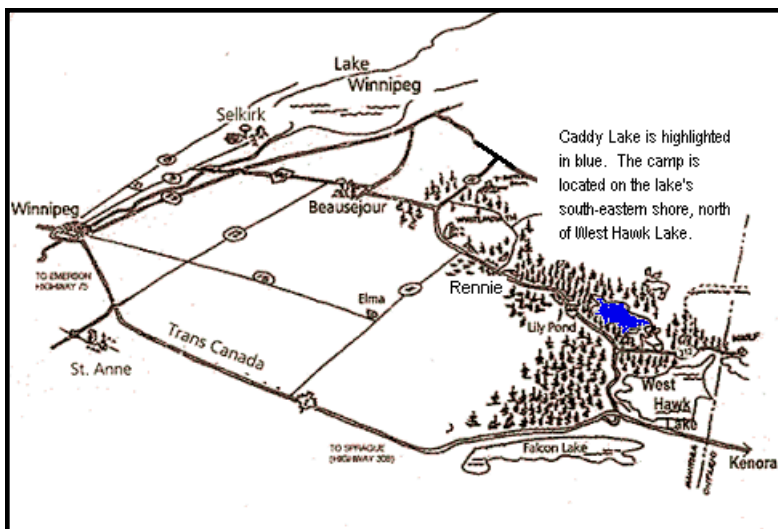
Each site comes with its own shelter—for cooking and program work. Inside the cook shelter you will find two fire pits, two picnic tables and benches for gathering. Firewood is provided. Each site also has its own water supply. Flagpoles are available for each site, if you wish to do your own flag ceremonies.

### CADDY LAKE CAMP MAP

For your planning needs, included is a site map on page 5.

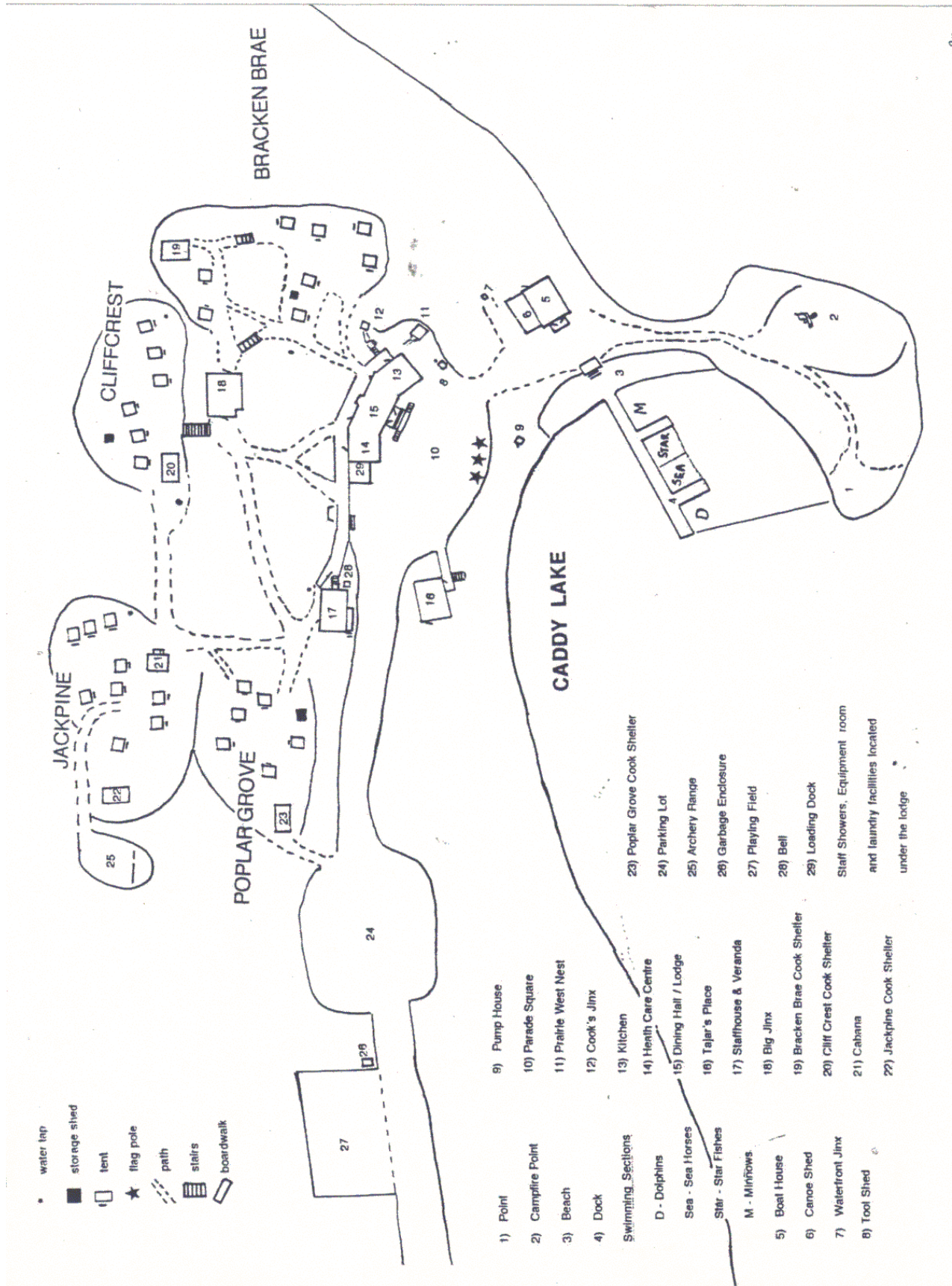
### OFF SEASON CAMPING

Please download our 'Off Season Camping Guide', available at [www.caddylakecamp.com](http://www.caddylakecamp.com) or contact the Camp Office for more details.



#### **Directions to Camp:**

To get to Caddy Lake Camp, travel east on Highway #1 beyond Falcon Lake and then take the West Hawk Lake turnoff. Follow the exit road until you reach Highway #44. Turn left onto Highway #44 and continue until you see the Girl Guide sign on the left side of the road at Highway #312. Turn right onto Highway #312, continue until Block Road #8 (Fire Road C6). Turn left, following the road. Continue past Green Bay Resort until you see the Girl Guide sign at the camp gate. Proceed through the gate and into the parking lot (pass playing field).



- water tap
- storage shed
- tent
- ★ flag pole
- path
- ≡ stairs
- ▭ boardwalk

- 1) Point
- 2) Campfire Point
- 3) Beach
- 4) Dock
- Swimming Sections
- D - Dolphins
- Sea - Sea Horses
- Star - Star Fishes
- M - Minnows
- 5) Boat House
- 6) Canoe Shed
- 7) Waterfront Jinx
- 8) Tool Shed
- 9) Pump House
- 10) Parade Square
- 11) Prairie West Nest
- 12) Cook's Jinx
- 13) Kitchen
- 14) Health Care Centre
- 15) Dining Hall / Lodge
- 16) Tajar's Place
- 17) Staffhouse & Veranda
- 18) Big Jinx
- 19) Bracken Brae Cook Shelter
- 20) Cliff Crest Cook Shelter
- 21) Cahana
- 22) Jackpine Cook Shelter
- 23) Poplar Grove Cook Shelter
- 24) Parking Lot
- 25) Archery Ramps
- 26) Garbage Enclosure
- 27) Playing Field
- 28) Bell
- 28) Loading Dock
- Staff Showers, Equipment room and laundry facilities located under the lodge

### **Meal Routine in the Lodge**

Eating is a great time to get together and enjoy good food and good conversation. Whether you are eating at your site or in the Dining Hall, you should encourage an organized table and proper etiquette. To help you organize your own group, below you will find the system that Caddy Lake Camp uses during the summer sessions.

#### **Mealtime Jobs**

##### ***Shiners***

Shiners are table setters. They report to the Lodge before meals to set tables.

##### ***Hoppers***

Hoppers are servers—think of the Hopper as your waitress. The Hopper is the only person that should get up from the table to collect food from the Kitchen and at the end of the meal, she will also take any left-over food back to the Kitchen. Make sure that she gets a chance to eat too!

##### ***Scraper***

At the end of the meal, the Scraper scrapes all the plates and disposes of garbage. She takes the dishes to the table near the dishwasher to be sorted.

##### ***Wiper***

Once the table is cleared, the Wiper wipes the table with a cloth provided.

##### ***Dishwashers***

The Dishwasher is a designated Guider who stays and washes the dishes, using the commercial dishwasher. They will get instructions from the Kitchen staff or On-Site Caretaker on how to use the dishwasher.

### **The Mealtime Routine**

Depending on the size of your Unit, 2-4 girls from each Unit should report to the Dining Hall approximately 15 minutes before a meal to set tables. The appropriate setting for the meal is placed on the counter at the front of the Dining Hall to use as a guide. Appropriate serving spoons, condiments and a scraper is placed on each table. Campers enter the Dining Hall at the appropriate time and take spots at the tables, with a Guider/Adult at the head and foot of the table and campers on the benches. Good manners are always emphasized. Please ensure one table is left for a Caddy Staff Table. After Grace and any announcements from the Kitchen Staff or Guiders, Hoppers retrieve the food from the Kitchen for their table. To avoid accidents, please observe the IN and OUT signs when entering and leaving the Kitchen. Tea and coffee are available for adults when Units eat in the Lodge. After the meal, if dessert is to be served, the Scraper scrapes and clears dirty dishes first and then the Hoppers can get dessert. After all eating is done, the Scraper and Hopper complete their duties and then the Wipers wipe the tables. The Unit designates someone to stay behind and sweep the floor while the Dishwashers finish the dishes.

### **Meal Routine for Site Meals**

#### ***Bringing your own meals***

All your food is stored in the Lodge Kitchen and Pantry. When you are ready for it, proceed to the Kitchen to pick it up, as well as a garbage bag. Please ensure the site stays as clean as possible. All equipment to cook your meal will be found in your Site Kitchen Box. If you are missing something from your Site Kitchen Box, or are out of propane, please report to the Kitchen and the best effort will be made to replace it. The water on site is suitable for doing dishes. You will find nails along the side of the cook shelter, for you to hang your ditty bags. Please ensure all tables on your Site are washed at the end of every meal and please promptly return the bin and washed prep dishes to the Kitchen. Take your garbage to the Garbage Enclosure.

#### ***Catered meals***

No earlier than 11:30 am, send a minimum of 2 girls (4 is best!) to the Kitchen to pick up a bin of the prepared foods for your site. In this bin you will find all the grocery items you need for your meal including condiments, beverages and a garbage bag. Please ensure that all garbage gets picked up and put in this bag. All equipment to cook your meal will be found in your Site Kitchen Box. If you are missing something from your Site Kitchen Box, or are out of propane, please report to the Kitchen and the best effort will be made to replace it. At the end of your meal, please make sure you clean everything to how you found it, if not better. The water on site is suitable for doing dishes. You will find nails along the side of the Cook Shelter for you to hang your ditty bags. Please ensure all tables on your Site are washed at the end of every meal and please promptly return the bin and washed prep dishes to the Kitchen. Take your garbage to the Garbage Enclosure.

## ROUTINES AT CADDY LAKE CAMP, CONTINUED

### Caddy Lake Camp Whistle and Bell Commands

The whistle and bell notification system is an extremely useful communication tool. Please familiarize yourself with the system for your time at Caddy Lake Camp.

#### Whistle Signals

If girls are to carry whistles at camp, it is essential that they are told the importance of not abusing the whistle commands.

	1 Blow Means...	2 Blows Mean...	3 Blows Mean... (pause, repeat)	4 Blows Mean... (pause, repeat)
Swimming at the Waterfront	Enter/exit water or buddy system check.	Stop and look, "FREEZE."	Water search (girls exit water).	Not used.
Boating at the Waterfront	I have heard your whistle.	I need assistance.	Return back to camp immediately.	We cannot return back to camp and need assistance.
Boating beyond the Defined Waterfront Area	I have heard your whistle.	I need assistance.	Return back to the group or campsite (depending on circumstance) immediately.	I cannot return back to the group or campsite and need assistance.
Uninvited Guest / Intruder	Not used.	Not used.	Used to notify all staff of a problem.	Not used.

#### Bell System

The Regular Bell is located near the entrance to staff house and the Fire Bell is located in the Kitchen.

Sound	Type of Bell	Meaning	What to do
7 Rings	Regular	Regular activity, meal, or wake up bell. Can also mean a lost camper is found, safe to leave after wildlife alarm.	Response depends on circumstance—to be decided by Guiders prior to bell system being used.
3, pause, 3, pause continuously	Regular	Lost camper or serious first aid emergency which requires a Guider team.	Leave one adult with girls and others report to the stairs near staff house (or other decided location, prior to bell system being used).
Continuous ring	Fire Bell	Fire.	Gather girls, do a head count, head to the playing field unless directed otherwise.
3, pause, 3, pause continuously	Fire Bell	Bear or other large/dangerous animal in camp.	Gather in the closest walled building (ie. Craft Cabana, Big Jinx—NOT Staff House). Await further instructions.
12 rings	Regular (if not heard, Use fire bell)	Tornado or thunderstorm.	Send all campers down to the lodge with a supervisor. Guiders will secure tents if it is safe to do so. Leave belongings at the site until instructed to retrieve them.

### Caddy Lake Camp Legends

#### Tajar, the Camp Mascot

What is a Tajar you ask? Well a Tajar is "something like a tiger and something like a jaguar and something like a badger but he is different from all those animals". He lives at Caddy and the girls say they have seen him dancing in the moonlight and swinging from tree to tree by his tail.

#### Fairy Pond

The Fairy Pond is located at the top of the climb to Cliff Crest, in a natural dip in the rock face. Legend has it that if you step in the Fairy Pond at Caddy, it will rain—spoiling the fun of a sunny day!

#### Caddy Man

Caddy Man is a Caddy Camp Icon! Found entangled in the roots and rocks of the path between Poplar Grove and Jack Pine, it would be easy to walk right past him—but that might hurt his feelings. Can you find his dog?

## SELF-LED ACTIVITIES AT CADDY LAKE CAMP

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Caddy Lake Camp is proud to be able to offer a wide range of self-led activities for rentals. For all self-led activities, the supplies are provided by the Camp and the Unit Guiders are responsible for the program facilitation. If you wish to book any of these (with the exception of out-tripping) as a Facilitated Program, the fee is \$4.00/participant and must be pre-arranged with the Camp Office.

- **Cycling**

There are a number of trails suitable for cycling around the Camp Area. There are 12 adult size bicycles, 6 smaller bicycles, helmets and safety reflective vests available for rent. Cycling is suitable for Guide level and up.

- **Archery**

The Archery Range is located behind the Jack Pine site and features 3 targets and a sitting area. There are two sizes of bows available. Archery is good for any age; younger campers might need more help. You can create your own targets (hearts, balloons, etc.) or aim for a standard circle target.

- **Fishing**

Caddy Lake Camp promotes only catch and release fishing. Anglers under the age of 16 are not required to have a Manitoba Fishing License but all Anglers over 16 are required to have one on their person while fishing. There is a large supply of easy-to-use fishing poles, as well as a fully equipped tackle box. You must provide your own live bait, if you choose to use it. All campers going fishing are required to wear a PFD. (License rules apply to Manitoba Residents only).

- **GPS/Geocaching**

Each spring, volunteers at Caddy lay a number of caches around the Camp Property. We have 10 GPS handheld units that can be used to find these caches and lay one of your own!

- **Campfire Point**

Campfire Point is available to everyone at camp. Renters will have to coordinate with other groups for use. (We recommend a whole camp campfire!) It features a campfire pit surrounded by permanent seating. Fire-making supplies are provided; it is up to the renters to start their own fire and ensure the fire is properly extinguished. Roasting sticks are available; just talk to the On-Site Caretaker to make arrangements to borrow them. Cleaned roasting sticks should be returned to the Kitchen after use.

- **Playing Field**

When driving into camp, before the parking lot, you will pass a large grassy field. This spot is perfect for a variety of running games and sports. A variety of sports equipment, including baseball and volleyball supplies, are available to be borrowed at no charge from the Lodge; just talk to the On-Site Caretaker for assistance. No vehicles are allowed to drive or park on this field.

- **Out-tripping**

An overnight adventure, whether it be by boat, bike or hike, is an experience that is sure to create lasting memories. Out-tripping is ONLY available for Pathfinder age girls and up, and Guiders must have the required Safe Guide and OAL training to facilitate this. Caddy has a variety of lightweight tents, stoves, water filtration, and cooking and packing equipment that can be rented, pending approval. Contact the Caddy Lake Camp Office for more information.

- **Tie Dye**

Nothing says camp like a tie dye shirt! We provide all the supplies, including pre-mixed dye in buckets, elastics and rubber gloves and you provide the white t-shirt (or pillowcases, socks, hats, etc.). White Caddy Lake Camp t-shirts are available to purchase from the Camp Tuck Shop or can be pre-arranged by contacting the Camp Office prior to your departure.



## INDEPENDENT OR FACILITATED ACTIVITIES AT CADDY LAKE CAMP

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In addition to Self-Guided Activities, Caddy Lake Camp has a number of activities that are available for booking yourself with appropriate supervision as per Safe Guide, or requesting a Caddy Lake Camp facilitator to lead.

- **Boating**

Caddy Lake Camp has 12 single person, adult size Kayaks and 25 Canoes that sit between 2-4 people, depending on their size and paddling ability. In addition, there are four pedal boats which seat up to four campers each (The more campers on the boat, the harder the boat is to pedal) and eight Stand-Up Paddleboards. The paddles, emergency boat kits and PFDs are provided for all boating rentals. A qualified Boating Facilitator must be present during boating time and can be booked through Caddy or provided by your Unit. The ratio, as per Safe Guide, is 1 boating facilitator to 10 boaters. Units are responsible for providing 'Watchers' who remain on shore at a ratio of 1 watcher : 5 boaters.

- **Supervised Swimming**

The Waterfront is divided into three sections—Minnow, Starfish and Dolphin. Under normal water conditions, campers are allowed to go in the Minnows section (water level is approximately to your knees) without a Lifeguard, as long as they have appropriate supervision and have made arrangements with the On-site Caretaker. The Starfish section is the middle section, used for swim tests and general swimming. The Dolphin section is used for competent swimmers or swimmers wearing a PFD. There are a number of pool noodles and water games available in the Boathouse that can be used. Please note that all swimmers, including Guiders and parent volunteers must complete a swim test or have one on file in IMIS. Caddy Lake Camp provided lifeguards do not have access to IMIS, so unless you bring a paper copy of your Unit's IMIS swim tests, all swimmers will be required to complete a swim test. The ratio, as per Safe Guide, is 1 Lifeguard to 15 swimmers, or 2 Lifeguards for 16-50 swimmers. 1 watcher : 5 swimmers

## FACILITATED ACTIVITIES AT CADDY LAKE CAMP

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- **Caddy Collectibles Display and Tuck Shop**

A variety of collectible merchandise, including clothing items and camp crests, are available for purchase at Camp. Talk to the On-Site Caretaker for when you would like the shop to be open for business. If you would like to pre-arrange sales, request a Collectibles Order Form to distribute prior to your camp date, by contacting the Caddy Lake Camp Office. You can also order and pay online. Caddy also has a small Tuck Shop, including drinks, chips and candies that can be opened for your Unit, if you desire. (We can also cover the Tuck selection, if you would rather your campers not even know its there!)

- **Program Sessions**

Program sessions are booked on a first come, first serve basis and are co-ordinated through the camp office. A minimum of 10 participants are required for each booking.

**Flags and Colours**

Learn the knots required for hoisting the flags at camp, as well as the formal system used at Caddy, which you can take back and use with your Units for special occasions.

**Camp Gadgets**

Practice some important knots and lashings then challenge yourself to build something useful for your site!

**Caddy Scavenger Hunt**

Get to know Caddy by following a series of clues that will take you around the camp.

**Camphat Crafts**

Decorate your camphat with a selection of our favourite camphat crafts!

**Animal Habitats Hike**

Go on a journey of Caddy's property, looking for the evidence of our friends that live at Caddy all year long, from the biggest to the smallest critters we love!

## ACTIVITIES NEAR CADDY LAKE CAMP

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### Close to Camp

- *Green Bay Resort*— Open weekends from May to September, the small resort store has nickel and dime candies, post-cards and ice cream for warm days!
- *Caddy Lake Tunnels*—From the dock a trip to the tunnels is only a one and a half mile paddle by canoe/kayak to the first rock tunnel, which leads into South Cross Lake. The shores of these lakes are lined with beautiful mature trees and provide many opportunities to observe the diverse wildlife of Manitoba coming down to the shore for a drink. It is not uncommon to see deer, fox or eagles during your trip. For those who are paddling, this would make a perfect afternoon trip to go out, see the first tunnel, pull up on shore at one of the campsites to have some lunch and head back. For those who would like to spend the day, one could continue on to the second rock tunnel, which leads into North Cross Lake, approximately 3 miles from the first tunnel. These man-made tunnels were blasted through the solid granite rock when the railways were put in to allow the natural flow of water for the Whiteshell river system. These lakes have beautiful private campsites that are on a first come first serve basis. Each site has a picnic table and fire pit which are perfect just to stop for lunch or camp the weekend. North Cross Lake leads to a portage into Sailing Lake, which is just a short lift over. From our shore to this point is approximately 7 miles.
- *Mantario Trail*—The Mantario trail is a 66 kilometre backpacking trail that runs north to south through the spectacular Canadian Shield and beautiful boreal forest close to the Manitoba/Ontario provincial border. One of the entrance points to this trail is located a short hike from Caddy Lake Camp. A short trip down this trail is all it takes to see the wide diversity of plants and animals in this region.
- *Whiteshell Fish Hatchery*—From eggs to fingerlings, Manitoba Fisheries ensures our fish futures everyday. See Master Angler sized fish and view the endangered Lake Sturgeon up-close and personal in their aquarium, to learn more about the future of this species and what we can do to help. The Hatchery has a great reputation for working with groups visiting Caddy Lake Camp and is a short hike from our camp.
- *McGillivray Falls*—This 4.1 km trail, off of Highway 44, will lead you to a small drainage basin typical of the Precambrian Shield. A short cut reduces the length of the trail to 2.4 km before it reaches McGillivray Lake. You will likely need to drive to the trail starting point from Caddy Lake Camp.

### West Hawk

- *Town and Beach*—a nice day out with lots of trail heads to explore. Stop for an ice cream at the Night Hawk Café—listed by Maclean's Magazine as one of the 'Top Ten Pit Stops in Canada' in 2013.
- *Gas Station*—you can purchase your required park pass here, as well as a quick freezie!

### Falcon Lake

- *Town and Beach*—Stop for a cinnamon bun or ice cream cookie sandwich at the town bakery; take time out at the beach playground and take a dip in Falcon Lake.
- *Falcon Lake Golf Course*—Schedule a golf lesson for your Unit, take a swing at their mini golf course or take advantage of one of their other activities including tennis, bocce ball and horseshoes.
- *Falcon Beach Ranch*—schedule some equestrian fun with a trail ride or wagon ride for your group.

### Kenora

- *MS Kenora*—take a cruise around Kenora's scenic waterfront. Their daily trips takes you past Coney Island's beautiful public beach, then heads south on a spectacular circle route of the northern section of famed Lake of the Woods (14,500 islands, 65,000 miles of shoreline), through picturesque channels and bays to luxurious private summer homes, and peaceful, unspoiled, wilderness areas. Watch for resident bald eagles and other wildlife that regularly come into view. You'll return through mystical "Devil's Gap" to complete this 2 or 2 1/2 hour on the water experience.
- *Lake of the Woods Museum*—seeks to promote understanding of and respect for the cultures and heritage of the Lake of the Woods area and is called 'one of the coolest little museums in Canada' by CAA.

## SAMPLE CAMP SCHEDULE

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This is a sample schedule suggested by Caddy Lake Camp. As renters, you are responsible for setting and facilitating your own camp schedule.

### **Friday:**

7:00 - 7:30 pm	Arrival at Camp
7:30 - 8:15 pm	Site Tour Review of Rules, Medication, Fire Drill
8:30 pm	Snack
8:30- 9:30 pm	All sites campfire at Campfire Point and Taps
10:00 pm	Ready for bed

### **Saturday:**

7:30 am	Rise and shine
8:15 am	Colours and "O Canada" in Parade Square (or at Site)
8:30 - 9:15 am	Breakfast
9:15 - 9:30 am	Capers—tidy Site, change water in fire buckets (to prevent mosquito breeding)
9:45 -11:45 am	Program Time (games, gadgets, or any other program)
11:45 - 1:30 pm	Lunch
1:30 - 4:30 pm	Program Time
4:30 - 5:30 pm	Rest
5:30 - 5:45 pm	Colours
5:45 - 7:00 pm	Supper
7:30 - 9:00 pm	Program Time
9:00 - 9:45 pm	Campfire and Snack
9:45 - 10:15 pm	Ready for Bed

### **Sunday:**

8:00 am	Rise and Shine
8:45 - 9:00 am	Colours and "O Canada" in Parade Square or at Site
9:00 am	Breakfast
9:45 - 11:00 am	Pack up gear, garbage sweep, clean tents, clean the Big Jinx
11:00 - 12:00 pm	Program Time
12:00 - 12:30 pm	Guide's Own and Camp Evaluations
12:30 pm	<i>Lunch in Lodge (if desired)</i> Leave for home.
2:00 pm	All renters must depart by this time

**Friday Night Snack**—8:30pm, put on counter in lodge to help yourself  
Cookies and Apple Slices, Hot Chocolate  
*Hot Meal Option*—Hot Dogs, add \$3

**Saturday Breakfast**—8:30am, served family style in Lodge  
Pancakes, Bacon, Orange Slices, Apple Juice, Orange Juice, Milk

**Saturday Lunch**—12:30pm, Served in Lodge or Cooked by Unit On Site  
Grilled Cheese, Tomato Soup, Veggies and Dip, Juice Crystals  
Option for Bagged Lunches to go (DIY Sandwich, chips, fruit, treat, juice box)

**Saturday Afternoon Snack**—2:30 pm, put on counter in lodge to help yourself  
Granola bars and fruit

**Saturday Dinner**—5:45pm, served family style in Lodge  
Spaghetti, Caesar Salad, Garlic Toast, Juice Crystals, Milk

**Saturday Dessert**—immediately following dinner, buffet style  
Ice Cream Sundae Bar

**Saturday Evening Snack**—9pm (can be earlier, just ask!) supplies are left on counter in Kitchen for you  
S'mores

**Sunday Breakfast**—9am, served family style and buffet style  
Cinnamon Buns, Cereal/Oatmeal, Toast, Fruit, Yogurt, Apple Juice, Orange Juice, Milk

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**Sunday Lunch Option**—supplies are laid out in Lodge at 10:30am  
Bagged Lunches to go (DIY Sandwich, chips, fruit, treat, juice box), add \$7

**Specialty Diets that are catered to:**

Vegetarian, Gluten Free\*, Lactose Free, most allergies (contact Camp Office to confirm)  
Halal can choose vegetarian option.

Our kitchen is fish/shellfish and nut aware. We cannot guarantee the absence of these products due to the rental nature of our Camp.

\*If severe intolerance or anaphylactic, our kitchen cannot guarantee the absence of gluten, as it is a small kitchen.

We unfortunately cannot accommodate vegan, kosher, severe anaphylactic allergies.

If you have questions regarding menu accommodations, please contact the Camp Office.

## SITE KITCHEN BOX INVENTORY FOR RENTALS

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A Site Kitchen Box is provided on each site, full of equipment for those who opt to cook on-site. Please make sure everything that is used is properly washed and re-stored in the box at the end of the rental.

3 frying pans	3 pots with lids
1 kettle	4 flippers
2 plates	1 whisk
5 measuring cups	3 straining spoons
2 wooden spoons	3 stirring spoons
5 measuring spoons	2 large forks
3 peelers	4 paring knives
1 ladle	1 butter knife
1 cheese grater	1 Chef's knife
2 tongs	4 hot mats
2 rubber scrapers	2 ice cream scoops
1 can opener	3 oven mitts
2 pitchers	1 dish soap
mixing bowls	1 anti bacterial solution (Bleach)
2 cutting boards	3 plastic wash basins
2 pie plates	1 scouring pad
1 strainer	2 dish cloths
2 cooling racks	2 tea towels
5 fire starters	2 garbage bags

### **AVAILABLE FOR USE UPON REQUEST**

Roasting sticks  
Matches  
Hatchet  
Axe  
Propane camp stove with propane tank  
Pie Irons  
Buddy Burners

## RENTERS CHECKLIST FOR ARRIVAL DAY

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- \_\_\_ Check in with the On-Site Caretaker
- \_\_\_ Review rules with your campers, including emergency procedures and bell/alarm commands.
- \_\_\_ Review smoking rules with any Guiders (if required).
- \_\_\_ Take campers on a tour of Caddy, or arrange with the On-Site Caretaker to do so.
- \_\_\_ Place a fire bucket at each tent being used. These buckets can be found in the storage area on each site. They should be filled with water and have a stick placed in it that comes just out of the bucket (so if a critter falls in, it can use the stick to get out, and you don't wake up with a surprise!) Fire buckets need to be emptied and refilled once a day!

**Please note that you cannot arrive at the camp before 6:00 PM on Friday.**

## RENTERS CHECKLIST FOR DEPARTURE DAY

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- \_\_\_ All garbage must be collected from the Unit Site(s) and other areas the renter has used and taken to the garbage enclosure.
- \_\_\_ All Campers are complete (list found on next page).
- \_\_\_ Make sure all Site fires have been properly extinguished.
- \_\_\_ When you leave, all tent flaps must be closed.
- \_\_\_ When you leave, the Site Kitchen Box, other equipment, fire extinguishers and empty fire buckets MUST be stored in the designated storage area on each site.
- \_\_\_ Please clear the fridge, freezer and pantry of all your remaining food, if used.
- \_\_\_ All cook shelter counters must be wiped and all equipment used is washed and put back in its proper place.

**Please note that you we also request that you leave Camp no later than 2:00 PM on Sunday.**

## WEEKEND RENTAL CAPERS

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The following must be done by the rental groups before leaving camp on the last day. If sharing the camp with other Units, you may want to split up the jobs (ie Kitchen/Big Jinx). A detailed list of Caper duties is posted in each location.

### **Sites:**

- Both sides of all used mattresses must be wiped down with a cleaning solution provided from the Kitchen.
- All tents must be cleaned, swept and doors tied closed. (Brooms are found in the on-site designated locked area)
- Fire extinguishers, water buckets, stoves and Unit cooking boxes must be returned to the designated storage area.
- General pick up of garbage from Site and area.

### **Lodge:**

- Tables cleaned
- Benches and chairs put on top of tables
- Fireplace cleaned (if used)
- Floors swept and mopped
- Dishwasher, if used, properly drained and cleaned

### **Kitchen:**

- Garbage taken out
- Floors swept and mopped
- Fridge clean and perishable food and leftovers set to expire have been removed/dealt with
- All equipment replaced to original location and pantry screens properly in place
- Counters wiped
- Stove/Grill cleaned and reassembled (if used)

### **Cook's Jinx:**

- Toilet & sink cleaned
- Garbage taken out and supplies restocked
- Floors swept and mopped

### **Big Jinx:**

- Toilets & sinks cleaned
- Garbage taken out and supplies restocked
- Sanitary Napkin Boxes emptied
- Showers cleaned & floor mopped (if used)
- Floor swept and mopped

\* This must be done last and then tell the campers to use the Waterfront Jinx so it does not need to be done again. Upon completion, inform the On-Site Caretaker, so she can inspect and lock the Big Jinx.

### **Waterfront Jinx:**

- Wipe seats and shelf
- Garbage taken out and supplies restocked
- Floor swept

**All garbage must be gathered and taken to the garbage enclosure at Greenbay Resort, as garbage pickup does not begin until summer sessions.**

Thank you for your assistance.

## BOOKING STEP-BY-STEP CHECKLIST

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### 12-4 months prior to camp

- Download and review the most up-to-date rental package, paying special attention to the Rental Policies.
- Check the Caddy Lake Camp website rental page for site availability [www.caddylakecamp.com/rentals](http://www.caddylakecamp.com/rentals)
- Decide on a weekend and site that works for your group's needs.
- Call/Email the camp office to hold your site. The site will be held for 14 days from the date of contact, giving you time to complete your paperwork, get cheques signed and sent into the Camp Office.
- Complete the '**Guiding Rental Reservation Forms**' (3 pages) and make two cheques (reservation deposit and damage deposit) and send them into the Camp Office.

### 3-1 months prior to camp

- Complete your Safe Guide forms and send to Provincial assessor.
- If you are bringing your own waterfront and/or boating facilitator, forward copies of their qualifications to the Caddy Office.

### 7 days prior to camp

- If catered, complete the '**Camper Allergies and Dietary Restriction Form**' and forward to Caddy Office, no later than a week (earlier is better!!)
- Forward your Safe Guide Authorization to Caddy Camp Office.
- Confirm final numbers for your camp.
- Forward the FINAL '**Camper Information List**' of participants and their emergency contacts to camp.
- Review the rental package to make sure you understand the rental policies.

## UNIT REMINDERS

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### Don't forget to share with your parents:

- Driving instructions to camp if they are dropping or picking up campers
- Who to call if there is an emergency (ie. Contact Guider, Home Contact Person)
- Bad weather plans (ie. Camp goes on rain or shine)
- '**Caddy Collectible Order Form**' (can be downloaded from the website)

### Don't forget to tell your girls before camp:

- How to pack for camp (ie. No wheeled suitcases! These just don't work at Caddy!)
- Where to go when they arrive at camp—which site is theirs or a designated meeting area

### Don't forget to tell your girls at camp:

- Fire drill plans
- Bell and whistle signals (what they mean and where to go when you hear them)
- How to be safe and respectful to others at camp (quiet at night, don't walk through other sites, no running on trails and boardwalk, animal safety, off-limit areas, etc.)

### Don't forget to bring with you the following items:

- Your Unit Safe Guide and Health Forms
- A first aid kit for your Unit
- A Cheque with the required signatories, as payment is due on the last day of camp



## CADDY LAKE CAMP RENTAL FREQUENTLY ASKED QUESTIONS

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### **Is there cell phone reception at camp?**

Yes. A new cell tower was recently installed in the vicinity of Caddy Lake and the cell phone reception has improved so that there is almost full coverage all over camp. There are some areas where reception is worse than others.

### **Is there WIFI at Camp?**

No. There is no internet access at camp.

### **Can I park my camper trailer or RV at camp?**

No. There is no suitable location for a vehicle this size.

### **Can I bring my own pegged tent?**

No. There is no suitable location for a pegged tent.

### **Can I pull my car right up in front of the Lodge?**

Short term parking of vehicles may be permitted, for unloading camp supplies in front of the Lodge, but all vehicles must be moved to the parking lot, as this area is used by campers and essential to our emergency procedures. On Full Rental weekends, the On-site Caretaker may block the road with a no driving sign to protect Campers.

### **One of my Unit dads wants to come to camp; can he?**

Yes he can, but he must sleep in a designated camp area, where no girls are sleeping (may not be available, depending on other bookings) and can only use the Waterfront Jinx (outhouse). He cannot count as ratio and must NEVER be left alone with girls. Like all non members at camp, he must have a current PRC and A.7 Form registered in IMIS.

### **Who/What is Tajar?**

Tajar is Caddy Lake Camp's Mascot. He is a very unique creature who "looks something like a badger, something like a tiger and something like a jaguar". He lives at camp and often makes appearances at Campfires. There are many stories about Tajar that are available from the Caddy Staff at Camp. Campers are encouraged to write letters to Tajar, as he often writes back.

### **Is Caddy a nut-free facility?**

No, it's not—we are 'nut aware'. Due to the rental nature of the facilities we cannot guarantee a completely nut-free environment. We discourage groups from bringing nut based products to the Camp.

### **I have a girl in my Unit with extreme dietary restrictions, will you accommodate her menu needs?**

Please see our Specialty Diets information on page 12. If you have any further questions, please contact the Camp Office to discuss.

### **Which is the closest hospital to Caddy?**

The closest hospitals are Kenora or Pinawa. However, you should call ahead to ensure proper staff is available. Taking into account the speed limit for the distance, they are the same travel time. The phone number and map to get to the hospitals are available in Staff House.

### **Do I need a Provincial Park Pass to come to Caddy Lake Camp?**

Yes, Provincial Park Passes are required because Caddy Lake Camp is located in Whiteshell Provincial Park.

### **I broke something at camp... now what?**

Please report it to the On-Site Caretaker immediately. Caddy personnel will assess damages and replacement costs may be incurred.

### **CAMP BOOKING PROCESS**

Please contact the camp office prior to submitting paperwork to ensure your desired dates/sites are available. A space will be reserved for you for 14 days from the initial date of contact in order for you to get your paperwork submitted. Along with your completed Rental Reservation Request Form, you are required to submit **TWO SEPARATE CHEQUES. A 10% Reservation Deposit and a \$100.00 Damage Deposit PER SITE.** The damage deposit will only be cashed after your rental weekend if damage is incurred during your use of the facility and/or equipment. Once the paperwork is submitted and reviewed, you will receive an email confirmation of your rental. Your camp is not booked until your completed rental paperwork and deposit has been submitted to the Caddy Lake Camp Office.

### **SAFE GUIDE AUTHORIZATION**

A copy of your Unit's approved Safe Guide Forms must be submitted to the Camp Office one week prior to the rental start date. We reserve the right to contact Manitoba Provincial Office in regards to your Safe Guide application status and to cancel your reservation if Safe Guide approval is not achieved prior to the start of your camp session.

### **NUMBER OF CAMPERS**

FINAL camper numbers are due to the Caddy Lake Office **NO LATER THAN SEVEN DAYS PRIOR TO YOUR ARRIVAL AT CAMP**, along with the listing of all Campers at camp, as mandated by Manitoba Health. No decrease to camper numbers will be made to your invoice after this date and any increase may not be able to be accommodated.

### **BOOKED CAMP ACTIVITIES**

All booked camp activities are subject to availability of Caddy Personnel. Any changes to your booked camp activities must be made **NO LATER THAN ONE MONTH PRIOR TO YOUR ARRIVAL AT CAMP, OR APRIL 30th, WHICHEVER COMES FIRST.** Changes to camp activities, once at camp, can only be made by an authorized member of the Caddy Committee, due to weather conditions or equipment availability. If activities are cancelled by Caddy Personnel, there is no charge to the Renter. If Renters choose not to participate in an activity, they will still be invoiced for the activity.

### **RENTAL PAYMENT**

The rental invoice must be paid by your final day at camp. Ensure you have the required signatures on any Unit cheques. The On-Site Caretaker will have a copy of your final invoice. A late payment fee of \$50.00 will be added to your bill if payment is outstanding longer than one week after the end of your rental. The minimum accommodation fee is \$75.00. An invoice will be emailed to you, as well as made available to you on the final day of your rental.

### **CANCELLATION POLICY**

Cancellation will be accepted **90 DAYS PRIOR** to the date of your camp at which time your deposits will be refunded. Cancellations after this date will forfeit your reservation deposit.

### **CAMP TIMES**

Weekend rentals are available from 6pm Friday to 2pm Sunday. For other bookings, please contact the Camp Office.

### **CONTACT PEOPLE**

A member of the Caddy Lake Camp Committee will be on site during the rental (This is your On-site Caretaker). They will serve as an emergency contact and a maintenance person. They should be notified if you encounter any problems. There may also be men on site performing regular maintenance. Please inform your Unit.

A phone is on site for **EMERGENCY PURPOSES ONLY.** If an emergency should occur and the renter needs to be reached, contact can be made by calling Camp at 1-204-349-8598.

### **SUPPLIED BY CAMP**

Paper towels, toilet paper, garbage bags and cleaning supplies are provided and may be obtained from on site On-Site Caretaker .

*Rental Policies, continued next page.*

## **SMOKING**

THERE IS NO SMOKING ALLOWED ON CADDY LAKE CAMP PROPERTY. Smoking must be conducted off site—past the entrance sign to Caddy Lake Camp. It is the smoker's responsibility to ensure all embers are extinguished.

## **FIRE DRILL PROCEDURE**

Fire buckets are stored in the designated locked area on each Site. You MUST have a full water bucket beside each tent, with a reasonable length stick coming out of it. Please change the water after breakfast every day. When you leave, please return the empty fire buckets to the shed.

You MUST conduct a fire drill during your rental period. You are asked to follow the Camp's fire drill procedures. This is to avoid confusion among the campers on the proper procedures if they attend any of the summer camp sessions. The fire alarm is a bell ringing constantly until all Units are at the playing field. Ensure you can account for all your girls and have grabbed your health forms before heading to the playing field. To get to the playing field, in the safest possible manner, all campers should proceed along the boardwalk, through Poplar Grove, hugging the edge of the parking lot and proceed single file along the right hand side of the road, until you reach the playing field. Campers should remain off the road as much as possible to allow for potential emergency vehicles that need to use the road. Guiders and campers should be quickly counted by the Responsible Guider, to ensure everyone is present. You will be informed by the On-Site Caretaker when you can return to your activities.

If campers are not on their Site, they should quickly proceed to the playing field and join their Unit there. A total camper and staff count will be done when everyone has arrived at the playing field. Remember, fire safety is for your protection. Please make sure you know the procedure.

If the fire is between the Lodge and the gate (this includes Poplar Grove), the On-Site Caretaker will direct you to the Waterfront and will take the lead for a water evacuation.

## **SEVERE WEATHER AND ALL-CAMP EMERGENCY SITUATIONS**

In cases of severe weather or all-camp emergencies at Caddy Lake Camp, the On-Site Caretaker will be in charge and take the lead position for all rental groups - as they know the Camp and Emergency Response Plans. All Guiders present will assist the On-Site Caretaker in executing the Emergency Response Plans that are developed by the Camp. To review the Camp Emergency Response Plans, or include them in your Safe Guide Forms, contact the Camp Office.

## **GARBAGE AT CAMP**

The Camp Garbage Enclosure must be used during the rental. Please ensure that your garbage bags are well tied and placed fully in the garbage can. Please make sure you put the lids back on the garbage cans and that the enclosure is locked when you leave it.

## **WATER AT CAMP**

The water at Camp is not potable (drinkable). Water is hauled from an alternative supply nearby. Please use appropriately. The On-Site Caretaker will ensure that there is a good supply of water available for your group. There is a water tap at each site for filling buckets, washing feet, etc.

## **USE OF THE LODGE FIREPLACE**

The Fireplace in the Lodge requires instructions given On-Site. Some of the windows in the Lodge must remain open when the fireplace is in use. Fresh air is required to fuel the fire. If the air circulation is poor, the Lodge will begin to fill up with smoke. If this happens, more windows must be opened to allow more air circulation. Fireplace should not be used when Kitchen exhaust fans are in use.

## **OFF LIMIT AREAS**

The following areas are only available for use if pre-arranged: Waterfront, Boathouse, Archery Range, Tajar's Place, Prairie West nest, Craft Cabana (not including supplies), and the Infirmary (not including the Dispensary).

The following areas are off limits to all renters: Staff showers; Dispensary; Staff House; Cook's Jinx; Pump House; Underlodge, including laundry room.

*Rental Policies, continued next page.*

## **KITCHEN POLICIES**

**All food in camp is to be stored in our Lodge's Kitchen.** Shelves will be assigned to your rental in the pantry and the walk in fridge. Limited space can also be made available in the chest freezers, if needed.

Use of the Lodge Kitchen facilities must be pre-booked with the Caddy Lake Camp Office. Booking the Lodge Kitchen includes use of Kitchen equipment, dishwasher, Lodge dishes and the Dining Hall for meals. If you have not booked the Kitchen, you will not have access to any of these amenities.

For those who have reserved the Kitchen, the cleaning of the Dining Hall, including doing meal dishes in the dishwasher, is the responsibility of the rental group and must be completed immediately after every meal.

Booking of the Lodge Kitchen is on a first come, first serve basis. We will accept a maximum of two small group booking per weekend. In the case of two small bookings, the Camp Office will assign the group a 'Kitchen Time' for each meal. (i.e. 11:30-12:30 or 12:30-1:30 for Lunch).

Orientation of kitchen equipment will be arranged on site. Please note that On-Site staff and rentals will be sharing Kitchen space.

**Note:** The Kitchen in Tajar's is for use of those renting Tajar's only.

## **WATERFRONT ACTIVITY POLICIES**

As a Girl Guides of Canada Camp and Established Waterfront, we must adhere to Safe Guide Policies for all Waterfront activities. If you are using Caddy Lake Camp Lifeguards, you are covered under our Water Activity Safe Guide forms and are not required to do your own. If you supply your own lifeguard, a copy of their qualifications must be sent in with the Safe Guide Forms (their qualifications must be current) and appropriate Water Activity Safe Guide forms must be completed as per the Manitoba Girl Guide Safe Guide timelines and an approved copy of these forms must be forwarded to the office a minimum of one week prior to the start of your camp.

*Current Safe Guide Policies on Water activities are as follows:*

1 Lifeguard can be responsible for no more than 15 swimmers

2 lifeguards can be responsible for up to 50 swimmers.

1 'Watcher' must be present, in addition to the Life guard

2 'Watchers' must be present,

A 'Watcher' is any Guider/Non-Member Volunteer who is not swimming. They will sit at the Waterfront and assist the lifeguard(s).

All swimmers—girls and adults—will have to complete a swim test, unless the Unit provides iMIS records to show that the swimmers are previously tested. Records of swim tests will be completed by the Lifeguard and submitted to the Provincial Girl Guide Office for entry into iMIS (this can take up to 2 months to complete).

Many groups at camp often want to book waterfront time. For this reason, if there are multiple groups requesting Waterfront time, the Camp office will be responsible for assigning each Unit a designated time for boating and/or swimming activities. This includes groups who bring their own lifeguard.

GUIDING RENTAL RESERVATION FORM, PAGE 1 OF 2

Dates Requested: \_\_\_\_\_

Unit: \_\_\_\_\_ District: \_\_\_\_\_ Area: \_\_\_\_\_

Site(s) Requested : \_\_\_ Poplar Grove \_\_\_ Jack Pine \_\_\_ Bracken Brae \_\_\_ Cliff Crest  
\_\_\_ Tajar's Place \_\_\_ Prairie West Nest \_\_\_ Infirmary \_\_\_ Craft Cabana

\* Please mark first two preferences(1,2). The best effort will be made to accommodate your site request, but Caddy Lake Camp reserves the right to move you to a different site, without warning.

Expected Number of Girls: \_\_\_\_\_ Guiders/Staff: \_\_\_\_\_ = Total \_\_\_\_\_  
It is your responsibility to report changes to these numbers to the Camp Office NO LATER than SEVEN days prior to your arrival at camp.

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Please Note: The minimum accommodation fee is \$75.00.  
An invoice will be emailed to you, as well as made available to you on the final day of your rental.

**10% RESERVATION DEPOSIT PER SITE IS REQUIRED TO BOOK YOUR SITE(S).**  
**\$100.00 DAMAGE DEPOSIT PER SITE IS REQUIRED TO BOOK YOUR SITE(S).**

These payments need to be made by providing **two separate** cheques. The damage deposit will only be cashed after your rental weekend if damage is incurred during your use of the facility and/or equipment.

Cancellation will be accepted 90 DAYS PRIOR to the date of your camp, at which time your deposits will be refunded.  
Cancellations after this date will forfeit your reservation deposit.

I, \_\_\_\_\_, as the Responsible Guider for this rental, accept responsibility for correct use of campsite and equipment belonging to Caddy Lake Camp. I will report any damages that occur to the site or equipment. I have read and understand the regulations and instructions for use of the site and agree to adhere to them.

Signature of Responsible Guider \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Deposit Received: \_\_\_\_\_ Reservation Fee Received: \_\_\_\_\_ Site Reserved: \_\_\_\_\_  
Chq #: \_\_\_\_\_ Chq. #: \_\_\_\_\_ Final Amount Due: \_\_\_\_\_  
Returned: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Amount Received: \_\_\_\_\_  
WF? Y N Catered? Y N

**BASIC SITE RENTAL**

Basic site rental includes access to the Big Jinx, and storage in the Camp refrigerator, freezer and pantry. Each site comes complete with a Site Kitchen Box and propane for Camp Stove. Fire wood can be found on site or at main fire wood storage shelter near the Lodge. Any scheduled time in Lodge must be pre-arranged and is subject to availability.

# of Campers \_\_\_\_\_ x # of nights \_\_\_\_\_ x \$12.50/night = \$ \_\_\_\_\_

**TAJAR'S PLACE RENTAL**

# of Campers \_\_\_\_\_ x # of nights \_\_\_\_\_ x \$12.50/night + \$50.00 Flat Fee = \$ \_\_\_\_\_

**CATERED RENTAL**

See the Catered Rental Menu on Page 12. The DAY CAMPER Catered Rental includes Saturday breakfast, lunch, afternoon snack and dinner, per camper, who IS NOT staying an overnight—NO exceptions.

# of Catered Rental Campers \_\_\_\_\_ x \$80.00/weekend = \$ \_\_\_\_\_

# of Catered Day Campers \_\_\_\_\_ x \$55.00/day = \$ \_\_\_\_\_

**Catered Rental Add On's**

Friday HOT Snack—# of campers \_\_\_\_\_ x \$3.00/camper = \$ \_\_\_\_\_

Sunday Bagged Lunch—# of campers \_\_\_\_\_ x \$7.00/camper = \$ \_\_\_\_\_

Tajar's use—\$50.00 Flat rate

**ADDITIONAL RENTAL ADD ON's** - for Basic, Tajars or Catered Rentals

Kitchen usage Fee—applies if the group is doing ANY of their own cooking/food prep in the Caddy Kitchen.

Up to 36 Campers—\$50.00

37+ Campers — \$100.00

BBQ Usage—weekend flat rate—\$10.00

Large Scale Camp (50+ people) - flat rate—\$50.00

**ADDITIONAL BUILDINGS**

Prairie West Nest—\$20.00

Infirmary, does not include access to Dispensary or First Aid Supplies—\$20.00

Craft Cabana, does not include Caddy Craft Supplies—\$20.00

**LINE A—TOTAL STAY COSTS = \$ \_\_\_\_\_**

Continued on next page

**WATERFRONT ACTIVITIES**

For all waterfront activities, rental group must provide a one 'watcher' for every 5 participants, who is NOT participating in the activity.

**Supervised Swimming**

- 2 hours, max 15 campers = \$50.00
  - Additional hour(s) \_\_\_\_\_ x \$15.00/hour = \$ \_\_\_\_\_
- 2 hours, between 16-50 campers = \$100.00
  - Additional hour(s) \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

**Boating Activities**

- Boating Facilitator, 1 hour, max 10 boaters = \$25.00
  - Additional hour(s) \_\_\_\_\_ x \$15.00/hour = \$ \_\_\_\_\_
- Boating Facilitator, 1 hour, max 20 boaters = \$50.00
  - Additional hour(s) \_\_\_\_\_ x \$30.00/hour = \$ \_\_\_\_\_
- Boat Rental—boating rentals include the watercraft, appropriate paddle, marine safety kit and PDF.
  - Canoes—max # of boats is 26, seats 3-4 per canoe— # \_\_\_\_\_ of boats x \$10.00 = \_\_\_\_\_
  - Kayak—max # of boats is 12, seats 1 per kayak— # \_\_\_\_\_ of boats x \$10.00 = \_\_\_\_\_
  - Peddleboat— max # of boats is 4, seats 2-4 per peddleboat— # \_\_\_\_\_ of boats x \$10.00= \_\_\_\_\_
  - Paddleboard—max # of boats is 8, stands one per board—# \_\_\_\_\_ of boards x \$10.00 = \_\_\_\_\_

\*For longer term rentals, such as full day excursions or out-trips, please contact the Camp Office for the Out-tripping rental package.

**LINE B—TOTAL WATERFRONT COSTS = \$ \_\_\_\_\_**

**PROGRAM OPTIONS**

**Self Led Activities**

- Archery—# of hours \_\_\_\_\_ x \$10.00/hour = \$ \_\_\_\_\_
- Cycling—# of hours \_\_\_\_\_ x # of bikes \_\_\_\_\_ x \$5.00/bike = \$ \_\_\_\_\_
- Fishing—# of hours \_\_\_\_\_ x # of poles \_\_\_\_\_ x \$3.00/pole = \$ \_\_\_\_\_
- Geocaching—# of hours \_\_\_\_\_ x # of GPS Units \_\_\_\_\_ x \$5.00/GPS = \$ \_\_\_\_\_
- Tie Dying—# of participants \_\_\_\_\_ x \$1.00/ participant = \$ \_\_\_\_\_

**Program Sessions (Sorry unavailable at this time)**

- # of sessions \_\_\_\_\_ x # of participants (minimum 10) \_\_\_\_\_ x \$2.50/pp/ps = \$ \_\_\_\_\_

**Please select sessions:**

- Flags and Colour     Scavenger Hunt                       Animal Habitats
- Camphat Crafts     Camp Gadgets

**LINE C—TOTAL PROGRAM COSTS = \$ \_\_\_\_\_**

**TOTAL COST CALCULATION**

<b>LINE A—Total Stay Cost</b>	
<b>LINE B—Total Waterfront Cost</b>	
<b>LINE C—Total Program Cost</b>	
<b>TOTAL RENTAL COST</b>	
<b>DEPOSIT REQUIRED (10% of total)</b>	

## CAMPER INFORMATION LIST

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Please submit the Camper Information List to the Camp, no later then 7 days prior to Camp Office. If the list changes ), please inform the On-site Caretaker, upon arrival at camp.

<b>Camper Name (include all adults and children at camp)</b>	<b>Emergency Contact</b>	<b>Emergency Contact Phone Number</b>



**CAMPER ALLERGIES AND DIETARY RESTRICTIONS**

Please submit this list NO LATER THAN 7 days prior to the start of your camp (earlier is better!!!). The Camp Office may contact the Responsible Guider for more information about the allergy/dietary restriction.

<b>Camper Name</b>	<b>Allergy or Dietary Restriction</b>	<b>Level of severity (range from mild to deathly)</b>

## SITE BOOKING

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This sheet is for your own usage! You can use it to plan tent partners in advance, if you wish. Please remember that Caddy Lake Camp reserves the right to relocate you at camp, should the necessity arise—this will be done for your own safety and comfort.

<b>Cliff Crest—6 tents—sleeps 24 total</b>				
	Camper	Camper	Camper	Camper
Tent 1				
Tent 2				
Tent 3				
Tent 4				
Tent 5				
Tent 6				

<b>BRACKEN BRAE—8 tents—sleeps 32 total</b>				
	Camper	Camper	Camper	Camper
Tent 1				
Tent 2				
Tent 3				
Tent 4				
Tent 5				
Tent 6				
Tent 7				
Tent 8				

<b>JACK PINE—9 tents—sleeps 36 total</b>				
	Camper	Camper	Camper	Camper
Tent 1				
Tent 2				
Tent 3				
Tent 4				
Tent 5				
Tent 6				
Tent 7				
Tent 8				
Tent 9				

<b>POPLAR GROVE—6 tents—sleeps 24 total</b>				
	Camper	Camper	Camper	Camper
Tent 1				
Tent 2				
Tent 3				
Tent 4				
Tent 5				
Tent 6				

<b>TAJAR'S PLACE—sleeps 16</b>					
Bunk	Bottom Camper	Top Camper	Bunk	Bottom Camper	Top Camper
1			6		
2			7	Side Room	Side Room
3			8	Side Room	Side Room
4					
5					