



# Lutheran Camp Association (LCA) Pavilion Rental Agreement

Rental Date(s): \_\_\_\_\_

**PLEASE READ CAREFULLY AND PRINT CLEARLY – THIS RENTAL AGREEMENT (4 pages, including the Waiver)  
MUST BE COMPLETED, SIGNED AND DATED BY YOUR GROUP.**

Submit your completed application to the Camp Administrator and make a copy to retain for your records.

Subject to the following agreement, the LCA Board of Directors grants the use of the designated facility(ies) to:

Name of Rental Group			
Address			
City	Province	Postal Code	
Contact Person Responsible			
Address	Email		
City	Province	Postal Code	
Home Phone	Cell Phone	Work Phone	
Times & Dates: Beginning _____ o'clock in the AM or PM (circle one) on _____, 20_____			
Ending at _____ o'clock in the AM or PM (circle one) on _____, 20_____			
PLEASE SPECIFY TIMES SO THAT CARETAKER WILL KNOW WHEN YOU WILL ARRIVE AND DEPART. THANK YOU.			
Signature (for Rental Group)		Date Signed	

Number of People	Rental Rate	Number of Rental Periods	Total
	Days @ \$90 per day		
	Overnight (7 PM to 3 PM) @ \$300 per night		
	Weekend Use (two nights, Friday 5 PM to Sunday 5 PM) @ \$600 per weekend		
	Long-term Use (4 or more nights) @ \$250 per night		
	Unheated Classroom (unattached; two available; each unit sleeps 6; May long weekend through Thanksgiving weekend): \$40 per unit per day and/or night		
	Outdoor Chapel: \$50 per day with Pavilion Rental (or \$100 without Pavilion Rental)		
	<b>TOTAL</b>		

A Booking Deposit of 50% of the total is required at the time of booking, as well as the \$300.00 Damage Deposit. **The remaining amount of the rental fee is payable one (1) month prior to usage. Please make cheques payable to the "Lutheran Camp Association" and mail to P.O. Box 76129 RPO Southgate, Edmonton, AB, T6H 5Y7, OR send an e-transfer to [payment@lakeislelutherancamp.com](mailto:payment@lakeislelutherancamp.com).** Please include your group name and rental dates in the memo section.

**PLEASE NOTE:** The Booking Deposit is **NON-TRANSFERABLE** and **NON-REFUNDABLE**. The Damage Deposit is **RETAINED** by the Lutheran Camp Association until after the Camp Caretaker has inspected the facilities for cleanliness and damage, and will be returned via regular post upon completion of the inspection report after your departure from the Pavilion (approximately two weeks afterward the end of the rental period).

**This Agreement is not considered binding until a reservation has been accepted and a copy of this form (4 pages) and the above deposits are received by the Camp.** To reserve the Lutheran Camp Association's Pavilion, or for further information, please contact the Camp Administrator at [administrator@lakeislelutherancamp.com](mailto:administrator@lakeislelutherancamp.com).



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## PAVILION RENTAL REGULATIONS

1. **Check-In / Check-Out:** All renters must complete a check-in and check-out form with the Caretaker. Check-in and check-out times should be coordinated with the Caretaker by calling 780-727-2477.
2. **Damage:** Damage to the buildings, grounds, equipment or facilities is to be reported to the Caretaker, and the rental group must either repair it or make compensation for it. Failure to do so will jeopardize further use of the Pavilion and/or Camp by your group and you will **FORFEIT YOUR DAMAGE DEPOSIT**.
3. **Alcohol:** A liquor permit and Pro-Serve certification is required if alcohol will be consumed, and applies to both public and private events.
4. **Assistance:** The Camp Caretaker is on-site at all times to assist with snow shovelling, furnace maintenance, and other troubleshooting needs. Cleaning is the responsibility of the rental group (not the Caretaker) while they are staying in the Pavilion and before they leave (see Section 10: Cleaning below).
5. **Boundaries:** Please respect that this is a private camp. When renting the Pavilion, you are welcome to use the ball field, the playgrounds, the Sport Court, and the beach area at the Point. A limited selection of sports equipment is available in the equipment shacks adjacent to the Sports Court and ball field.
6. **Bunk Rooms:** There are eight bunk rooms with two bunk beds in each room, accommodating four people per room. No wood or sticks are allowed in the bunk rooms. **There is absolutely no sleeping or playing on the areas above the bunk rooms.**
7. **Campfires:** Campfires are permitted in designated areas only (i.e., the fire pit outside the kitchen door in the back or in the fireplace in the main area). Do not leave open campfires unattended.
8. **Campsites:** Two (2) campsites (including power and water) adjacent to the Pavilion may be available for rent during your stay (Campsites C9 and C10). Additional campsites elsewhere in the Camp may also be available. Please contact our Camp Administrator at [administrator@lakeislelutherancamp.com](mailto:administrator@lakeislelutherancamp.com) to check on availability and visit <https://www.lakeislelutherancamp.com/campsites> to make reservations.
9. **Cancellation Policy:** Cancellation less than 30 days prior to the event will result in the loss of your Booking Deposit.
10. **Cannabis:** Recreational smoking or vaping of cannabis is not permitted anywhere at the Camp, including in the Pavilion or Classrooms.
11. **Cleaning:** All rental groups must leave the buildings and grounds **AS CLEAN AS OR CLEANER** than they found them. Failure to do so will jeopardize further use of the Camp by your group. **Cleaning required by the Camp after your departure will be charged at \$50 an hour and be taken from your damage deposit.**  
Cleaning supplies and equipment are provided.  
**Rental Groups must ensure that prior to leaving, they:**
  - a) Wash all dirty dishes and put them away in the cupboards.
  - b) Wipe all counters and tables with the provided bleach solution.
  - c) Restack chairs in the way they were found.
  - d) Place folding chairs in stacks on the dollies under the tables in the kitchen.
  - e) Sweep and mop all floors.
  - f) Clean washrooms, including mirrors, countertops, sinks, toilets, floors, and — if used — the showers.
  - g) Empty all garbage bins and place bags into the large black garbage bin behind the Pavilion.
  - h) Hang all dirty towels on lines in kitchen.
  - i) Clean the barbecue (if they used it).
  - j) Clean the grill with oil and stone.
  - k) **Remove everything** brought into the Pavilion.
12. **Driver Age:** Anyone who is driving off-highway vehicles (including motorbikes, dune buggies, and golf carts) in the Camp **must be 14 years of age or older** unless **directly** supervised by an adult.



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13. **Environment:** There shall be no unauthorized cutting of trees or destruction of the natural environment in any way. Please **DO NOT** pick flowers or destroy vegetation. Wildlife must not be harmed or disturbed.
14. **Firearms:** No weapons, firearms or other projectile-shooting objects are permitted on camp property.
15. **Fireworks:** Fireworks may not be used on camp lands without **prior written permission** of the LCA Board.
16. **Garbage:** Place garbage in plastics bags that are tightly sealed, then place in the large black bin located behind the Pavilion. Refundable beverage containers may be donated to our kids' and youth programs by bagging them separately and leaving in the Pavilion kitchen by the door to the outside.
17. **Gate Code:** Please contact the Caretaker for the current gate code before your arrival.
18. **Insurance:** For larger groups of 20 or more people (weddings, family reunions, parties, etc.), the LCA Board requires that the following be provided prior to or upon check in:
  - Proof of liability insurance (\$2,000,000 recommended)
  - A copy of the liquor permit (if alcohol will be consumed at the event)
  - A copy of the Pro-Serve card (if alcohol will be provided or sold at the event)
19. **Noise:** Please remember that you are sharing the Camp with others. All cars, motorcycles and mini-cycles, etc., should not be driven more than necessary. Evening campfire gatherings, singsongs, etc., are welcomed. However, utmost respect and consideration of others shall be exercised after 11:00 pm. Any excessive noise or rowdiness after above noted time will jeopardize further use of the Camp by your group.
20. **Pets:** Due to health regulations, pets are **NOT** permitted inside the Pavilion — **NO EXCEPTIONS**. Violation will result in loss of your Booking Fee / Damage Deposit and may exclude your group from future use of camp facilities.
21. **Restricted Areas:** No sleeping or playing is permitted on the areas above the bunk rooms. As well, please remember that this is a private camp; we ask that your group not trespass onto private properties. The playgrounds, sports courts, ball field, and public beach are there for your enjoyment. (Ball field times may be subject to negotiation.)
22. **Shoreline:** Except for vehicles doing work for the Camp), no vehicles — including golf carts and quads — are to be driven along the shores of our Camp nor in playground areas.
23. **Smoking:** Smoking is **NOT** permitted in the Pavilion or the Classrooms. All "smoker's garbage" must be disposed of properly in cans provided outside of the doors, where smoking is permitted.
24. **Speed Limit:** The speed limit on Camp roads is **20 kph** for **ALL** vehicles, including dirt bikes, dune buggies, golf carts, ATVs, etc.
25. **Supplies:** The Camp provides the buildings and grounds, electricity, firewood, a fully-equipped kitchen, a natural gas barbecue, and beds and mattresses in the Pavilion bunk rooms. Providing First Aid supplies is the responsibility of the rental group. **PLEASE ALSO BRING** your own food, drinking water, bedding, toiletries, towels and inside footwear, and your smiling faces. **NO REMOVAL** of furniture, mattresses, kitchenware (dishes, cutlery, tablecloths, pots, etc.) from the Pavilion or Camp property is permitted. **USE OF THESE ITEMS IS RESTRICTED TO CAMP PREMISES ONLY.**
26. **Swimming:** Swimmers should be supervised by a qualified adult. Swimming is at your own risk; the LCA does not provide the services of a lifeguard. The LCA is not responsible for injury or death.
27. **Tables:** Please protect the tables with paper or plastic tablecloths when using paint, glue, etc. Rolls of paper/plastic are provided.
28. **Worship Services:** The Lutheran Camp Association reserves the right to use the Pavilion for worship on the Sunday morning of long weekends from May through October. If the Association uses the Pavilion for worship, a refund of \$25 will be forwarded to offset the rental cost.

***May God bless you and enrich your stay at Camp Koinonia!***



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## WAIVER

During the use and occupation of the premises, I, \_\_\_\_\_, hereby acknowledge that our rental group is covered by our own individual insurance and will indemnify and save harmless the Lutheran Camp Association against any and all liability whatsoever resulting from injury or damage to any person, persons, or property by reason or as a result of the use and occupation of the premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of its servants, agents, employees or workmen.

We agree that if our group is a larger one (20 or more people), we will provide the following prior to or upon check-in:

- Proof of liability insurance (\$2,000,000 recommended, with the “Lutheran Camp Association” as the additional named insured on the policy)
- A copy of the liquor permit if alcohol will be consumed at the event
- A copy of the Pro-Serve card if alcohol will be provided or sold at the event

<b>Name of Group</b>	<b>Date(s) of Rental</b>
<b>Printed Name of Contact Person Responsible</b>	<b>Signature of Contact Person Responsible</b>
<b>Relationship of Contact Person to Group</b>	<b>Date Signed</b>

### ***Camp Use Only***

<i>Date Booking Received</i>	<i>Date Booking Confirmed</i>	<i>Confirmed by</i>
<i>Date 50% Deposit Received</i>	<i>Date \$300 Damage Deposit Received</i>	<i>Date Signed Waiver Received</i>
<i>Balance Owing</i>	<i>Date Balance Due</i>	<i>Date Balance Received</i>