



## ***Disciples Conference Grounds Reservation Agreement***

This agreement is made between *The Ontario Assembly of the Christian Church (Disciples of Christ)*, otherwise known as **OACC**, and

|                 |  |         |  |                |               |      |  |
|-----------------|--|---------|--|----------------|---------------|------|--|
| Group Name      |  |         |  |                |               |      |  |
| Contact Name    |  |         |  | Email          |               |      |  |
| Mailing Address |  |         |  | City           |               |      |  |
| Postal Code     |  | Phone # |  |                | Other Phone # |      |  |
| Arrival Date    |  | Time    |  | Departure Date |               | Time |  |

### ***RATES***

The following are the **Reservation Rates** as set by the OACC.

#### ***Calculation of persons on site***

- based on the maximum number of persons (leaders and participants) on site at any point in time

#### ***Overnight***

- \$25 per person/night
- \$600 minimum/night
- Non-refundable \$300 deposit/week; \$100/weekend
- cancellation within 2 weeks of the time reserved will be charged the minimum rate of \$600 x number of days reserved
- balance outstanding is due at the end of the period reserved

#### ***Day Use***

- \$12 per person/day
- \$300 minimum/day
- Non-refundable \$50 deposit
- cancellation within 2 weeks of the time reserved will be charged the minimum rate of \$300 x number of days reserved
- balance outstanding is due at the end of the period reserved
- also applies to overnight groups who have participants attending during the day only.

## Terms and conditions

-Please share all terms and conditions of your stay with all members of your group-

### Rates Include

- Rates are for facilities only. The site is not shared by more than one group, use is private.
- Kitchen equipment is supplied. Groups provide and prepare their own meals.
- Bathroom and kitchen paper products are supplied.
- Beds include a mattress. Groups are responsible for their own bedding.
- Firewood is supplied.
- Groups are expected to leave the facility as they found it or better. Normal cleanup is the responsibility of the Disciples Conference Grounds (DCG).
- A DCG staff person is onsite for the duration of the reservation as a resource and to perform routine maintenance.

### Insurance

*The Ontario Assembly of the Christian Church (Disciples of Christ)*, referred to hereafter as the OACC, will not be held responsible for any accidents which occur during the reservation period at the Disciples Conference Grounds.

\*Each Group, Family events included, are required to have its own liability insurance and limited and conditional coverage for physical and sexual abuse, referred to as 'Special Event Liability Policy'. The OACC, Disciples Conference Grounds and the Ontario Camps Association will need to be added to your group's insurance coverage as a third party insured. Send proof of liability insurance with this agreement\*

### General

- There is a maximum capacity of 70 persons on site during an overnight reservation.
- Conduct a "walk through" with the custodian or their designate and your Group's person in charge before and after each reservation to check for damages and cleanliness of the Conference Grounds. Each Group is responsible for light cleaning, and repairs or replacement of buildings or equipment damaged or broken during the reservation period - regular replacement or repairs are not included.
- The complete Bunk Occupant list must be given to the Custodian at the beginning of the Group's stay for emergency purposes.
- Groups are not permitted on site until their reservation begins.
- Vehicles may **park only in the designated parking area by the main entrance** at the front of the Disciples Conference Grounds.
- Trailers are ONLY permitted at the trailer sites at the main entrance.
- Administration building is for ADULT USE ONLY.
- Each cabin must have at least one residing adult/counsellor (over 18 years of age) for insurance purposes.
- Each group is responsible to have designated First Aid Person among them.
- Deliveries to DCG will NOT be made outside of your reservation.
- PETS are NOT ALLOWED on the Disciples Conference Grounds, unless they are required as specified in the Accessibility for Ontarians with Disabilities Act. Please make

arrangements for your pets prior to your stay at the Disciples Conference Grounds. Contact information for local kennels can be provided on request by contacting the Camp Manager at [camping@oacc-disciples.com](mailto:camping@oacc-disciples.com).

- NO ELECTRIC HEATERS are allowed on the Disciples Conference Grounds.
- All fixtures, furniture and decorations are to remain in place as found.
- Respect for the natural environment is imperative, and no garbage should be left behind in the forest, trails, cabins or recreational areas of the Disciples Conference Grounds.

### **Kitchen**

- The kitchen is inspected yearly by the *Haldimand/Norfolk Health Unit*.
- Kitchen staff and food services are not included in the reservation rate. If you require assistance in this area please contact [camping@oacc-disciples.ca](mailto:camping@oacc-disciples.ca).
- \*Each group will have a Food Handler Certified person in the kitchen. (The local health unit may conduct spot checks)\*
- The water supplied by the Disciples Conference Grounds is safe to consume. Should your Group wish to use other sources, it is entirely the responsibility of your Group to bring its alternative supply.
- Advise your group to conserve water, soap, and toilet paper.
- Recycle and compost as appropriate.
- Follow posted procedures for washing dishes and cleaning the kitchen.
- Be kind to the Septic System - Do not dispose of grease down drains or sanitary products into toilets.
- No cooking or open flame by the cabins. The kitchen is designated for meal preparation. The designated area for open flame is the campfire area or the fireplace in the Dining Hall.
- Maintain safe and full access to the electrical panels in the kitchen and pantry area.

### **PAYMENT**

**All payments** for use of the Disciples Conference Grounds are to be

- Forwarded promptly to the OACC with this agreement completed and signed and proof of insurance.
- Cheques are **PAYABLE TO**  
"The Ontario Assembly of the Christian Church (Disciples of Christ)" or "OACC"

**Send payment to:** OACC Disciples Conference Grounds - Reservation  
c/o OACC Treasurer  
P.O. Box 163  
Aylmer Stn Main,  
Aylmer West, ON  
N5H 2R9

- Balance is due at the end of your stay (Cash, cheque or e-transfer)
- E-transfers can be sent to Email: [oaccbooks@gmail.com](mailto:oaccbooks@gmail.com)
- Late fees will be applied to outstanding accounts

**NOTE:** All rates are for the use of the Disciples Conference Grounds facilities only.  
Bookings will normally be made by a faith based or non-profit organization.

This agreement, proof of insurance and the required deposit must be received by the OACC Treasurer. Deposits are non-refundable. If the Group cannot keep the appointed reservation, please email [camping@oacc-disciples.ca](mailto:camping@oacc-disciples.ca) ASAP. If the Group does not cancel a reservation which it cannot keep, future use privileges may be suspended and the minimum rate for the duration of your reservation will be charged to you.

By signing the Reservation Agreement, you acknowledge that you have the right to sign on behalf of your group/organization.

I have read the above use agreement and myself, my organization and camp attendees agree to the terms of the agreement, and agree to follow the above rules and procedures set by the OACC.

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

Signature: \_\_\_\_\_

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

| Office use only           |                        |
|---------------------------|------------------------|
| Agreement Received By     | Date                   |
| Insurance Provider        | Deposit Payment Method |
| Final Payment Received By | Date                   |
|                           | Final Payment Method   |