

FACILITY RENTAL APPLICATION

It is recommended that you check availability prior to completing this form.

Group Name: _____

Mailing Address: _____ City: _____ Prov: ____ Postal Code: _____

Phone #: _____ Fax #: _____ Email: _____

Intended Use or Purpose:

Contact Person(s): _____

RENTAL DATES REQUESTED

Arriva date: _____ AM/PM (circle one) Departure date: _____

One rental day is considered to be from 9:00 am to 6:00 pm (AM Arrival).

An overnight stay is considered to be from 4:00 pm to 2:00 pm the following day (PM Arrival).

PLEASE NOTE CHECK-IN TIMES. Any changes to check-in time should be arranged prior to arrival.

School Group arrival and departure times will differ from rental groups. Please be in contact with Program Director.

FACILITIES REQUESTED

Timber Lodge

Chalet

1 Cabin

2 Cabins

Shanty tents

Electrical/Non-electrical Camping

ESTIMATED NUMBER OF PEOPLE

Adults: _____ Children (5-10): _____ 4 & under: _____

School Groups Only – Supervisors: _____ Students: _____

ADDITIONAL ACTIVITIES*

Zip Line

Climbing wall

Initiative Tasks

Canoes

Mountain Biking

Snowshoes

Ice-skating

Broomball

Cross-Country Skis

Guided Hike

Scorienteering

Mission Impossible

*All activities are dependent on conditions. Let us know in advance in order to properly prepare for your group.

*Extra charges may apply; the office will notify you if you've selected an activity with an additional charge.

BY SIGNING THIS APPLICATION, THE RENTAL GROUP AGREES TO THE FOLLOWING:

1. A request for the use of a facility will not be considered booked until a deposit and signed Facility Rental Application has been received and processed by Shekinah Retreat Centre's office for a date that is available.
2. The facility fee entitles the group to use the building(s) it has reserved, and any recreational facilities and equipment not listed in the rate schedule as being items for rent. Rental requests must be discussed prior to arrival.
3. A responsible adult with a planned program of activities will accompany all youth groups (1 adult for 10 children or youth is recommended). If the group wishes to discuss program planning and/or resource assistance, it will contact Shekinah's office.
4. Groups renting facilities are responsible for damages to equipment, building and facilities beyond normal wear and tear or unreasonable cleaning required by the actions of the group.
5. It is the group's responsibility to read and understand the rate schedule, including the minimum accommodation charge.
6. Shekinah Retreat Centre reserves the right to revise fees as necessary, without notice. It is the group's responsibility to contact Shekinah's office for current rates prior to its booking.
7. Prior to a planned event, it is the responsibility of the contact person to ensure the following:
 - a. Shekinah's office has received a signed "Facility Rental Application" and the appropriate deposit. (When the office receives the deposit, confirmation will be sent.)
 - b. Shekinah's office is contacted a minimum of 2 weeks prior to the event to discuss final decisions regarding food services and final numbers. Details regarding the final invoice will be confirmed prior to checkout and balance is due within 30 days.
 - c. 3 weeks prior to arrival, provide Shekinah staff with a program or activity schedule and be sure to determine what equipment is available for use.
8. The contact person is responsible to inform retreat participants of the following:
 - a. The deposit is non-refundable and non-transferrable if cancelled less than 3 months prior to the arrival date.
 - b. If the booking is cancelled more than 3 months prior to the arrival date, the deposit can be transferred to another date, up to 1 year later. All deposits are non-refundable.
 - c. Smoking is not allowed in any public building. Shekinah staff will inform the group of designated areas.
 - d. Alcohol is allowed on Shekinah premises on a case-by-case basis. Groups will be required to have the appropriate license available from the Saskatchewan Liquor and Gaming Authority. The license must be sent to the Executive Directors no later than 1 week before the event.
 - e. Pets are not allowed on the premises.
 - f. Everyone is responsible to provide their own bedding, pillow, towels and personal effects.
 - g. There must be adequate adult supervision in all buildings, at all times.
 - h. Any damage to buildings, equipment or other facilities should be reported to Shekinah's staff.
 - i. No littering, cutting or peeling of trees, destruction of wildlife and their habitat, speeding with vehicles, or excessive noise after midnight.
 - j. Open fires are not allowed unless arrangements have been made with Shekinah staff.
 - k. Fireworks and lanterns are not allowed.
 - l. Any recreation vehicle (i.e. snowmobiles, ATVs, motorbikes) are not to be driven on Shekinah property; use of mountain bikes is by permission only.
 - m. Shekinah does not assume responsibility for personal property and vehicles on the premises.
 - n. Guests are expected to do some facility cleanup prior to departure. Instructions are posted in each facility.
 - o. The use of any rental equipment or facilities is done so entirely at the groups own risk. It is understood that Shekinah cannot be held liable for any injuries, accidents, or deaths resulting from the use of our equipment and facilities.

We understand and agree to the terms of the above Rental Policies and Objectives. We also understand that a non-refundable deposit, appropriate to the facility being rented and outlined in the Rate Schedule, shall accompany this application.

Signed on behalf of Rental Group

Date

Signed by Shekinah Retreat Centre

Date

Office Only

Date Confirmed	Deposit Received