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# BRAESIDE

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## Group Information Package

110 East River Rd  
Paris, Ontario N3L 3E1  
[www.braesidecamp.ca](http://www.braesidecamp.ca)

(519)-422-3773

[reservations@braesidecamp.ca](mailto:reservations@braesidecamp.ca)



**Braeside has been an important part of the Western Ontario District of the Pentecostal Assemblies of Canada for over 80 years. Our goal is to continue to serve the pastors and churches in our district and fellowship, as well as other ministry & educational organizations in agreement with the Evangelical Fellowship of Canada and their Statement of Faith.**

**Whether you need a place to get away for a prayer retreat or you are looking to facilitate a retreat for your church family or specialized ministry we are here to meet your needs.**

**Rest • Recreation • Renewal**

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# STEPS TO YOUR RESERVATION

## CONTACT US

Let's talk! Get in touch with our reservations team to receive your customized quote!

## BOOK WITH US

Once you've received your quote, and are satisfied with the details it's time to book your dates with us by placing a deposit!

SECURE YOUR SPOT

Once we've received your confirmation and deposit the booked rooms and dates will be secured for your group.

## CONFIRMATIONS

Confirm the number of rooms and facilities needed 3 months out from your event.

## DETAILS

2 weeks before, send us your final numbers, proof of insurance, and a list of attendees.

## GO TIME!

Your event is here!  
Go through retreat checklist, update list of attendees (if changed)  
**HAVE AN AMAZING EVENT!**  
(final payment is due before departure)

# RETREAT PACKAGES

Standard Retreat	Premium Retreat	Build your own
2 Nights 5 Meals	2 Nights 5 Meals	Build your own
\$120.50	\$137.50	Prices Vary

**NOTES:**

- Children 0-3 years old are free
- Children 4-10 years old receive a 30% discount
- The Standard Retreat Package requires a minimum of 20 people
- The Premium Retreat Package requires a minimum of 24 people
- There is a \$40 single occupancy surcharge per person and a \$20 double occupancy surcharge per person.

The “Standard Retreat” room options include Sprucehill Chapel for meeting space, breakfast, lunch and dinner on Saturday and breakfast and lunch on Sunday. Room options include a combination of single bunks and double beds, shared washroom facilities, bedding is not provided.

The “Premium Retreat” room options include the main level of the Ministry Centre for meeting space, breakfast, lunch and dinner on Saturday and breakfast and lunch on Sunday. Hotel rooms include one queen or double bed, one single and one double pull out, private washroom facilities, bedding and towels provided.

## EX TR AS

Evening Snack	\$5.00/per person
Bedding	\$5.00/per person
Coffee Cart (coffee, tea, water)	\$2.00/per person
Coffee Cart with cookies or muffins	\$3.00/per person
Extra Meal	Prices Vary
Gluten Free Meal	+\$2.00/per meal
Dining Hall “Tuck Shop”	\$20.00/per hour

## DAY RETREATS WITH FOOD

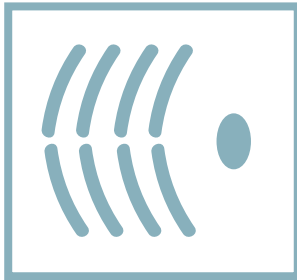
Meeting Space + Lunch	\$25.00 per person
Add one Beverage Break (coffee, tea, water)	\$27.50 per person
Add one Beverage Break w/cookies or muffins	\$28.50 per person
Add two Beverage Breaks w/cookies and muffins	\$30.00 per person

## RECREATION

- Beach Volleyball
- Playgrounds
- Basketball
- Hiking
- Shuffleboard
- Baseball
- Road Hockey  
(on basketball court)
- Swimming  
(July-August only)
- Private Pool Time  
(July-August, dependant on availability, \$25 per lifeguard required)
- Gaga Ball
- Outdoor Movie Screen (\$50)
- Bon Fire (\$15)
- Sled Run  
(weather permitting)
- Ice Rink  
(weather permitting)
- Ping Pong\*
- Carpet Ball\*
- Foosball\*

\*indoor activities

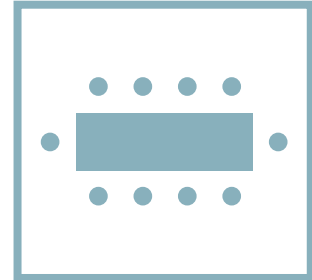
# VENUE NEEDS



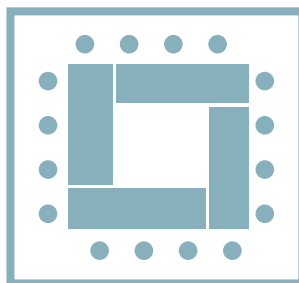
THEATRE



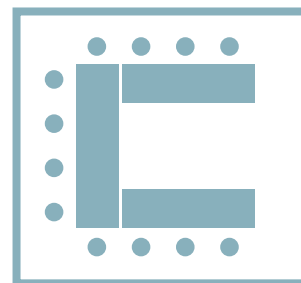
CLASSROOM



BOARDROOM



HOLLOW SQUARE



U-SHAPE

## AVAILABLE ACCESSORIES

- LCD Projector (\$50)
- Television
- DVD Player
- Flipchart
- Basic Sound System
- Podium
- Music Stand(s)
- 1 Microphone

All accessories are subject to availability.

There is a \$25 charge for each meeting room and accomodation left “littered” with debris from your event. We ask that you leave each space as you recieved them.

# CHECKLISTS

## TO DO:

- Pay Deposit to confirm reservation
- Pay second installment 3 months prior to event (if required)
- Submit final numbers and attendee list 2 weeks before event
- Submit poof of insurance 2 weeks before event
- Make final (full) payment before departure
- Have a great event!

IT IS OUR HOPE THAT THIS LIST  
WILL ASSIST YOU IN STAYING  
ORGANIZED THROUGH THE  
PLANNING OF YOUR EVENT

## TO BRING:

- HDMI Adaptor (for projector)
- Supplementary sound and production equipment
- Cases of water
- All printed materials and/or a printer
- Sticky Tack or Painters Tape
- Snacks (if not purchasing at time of booking)
- Indoor Activites
- Bedding and towels (if standard retreat)

THESE ITEMS ARE NOT REQUIRED,  
BUT WILL HELP TO ENSURE YOU  
HAVE A GREAT EVENT!



# EMERGENCY INFORMATION

During retreat season, Braeside Camp does not offer first aid or medical care. Groups and organizations that use our facilities for retreats and events must provide proof of insurance, or sign a waiver, thus releasing the sending organization, event coordinator, or Braeside Camp from all liability. As such, we encourage event co-ordinators to familiarize themselves with the nearest hospitals and urgent care facilities:

## FOR EMERGENCY RESPONSE

### CALL 911

If you make an emergency call, please report it immediately to your Event Host or Camp Director

**MARK GIANCOLA,**  
**EXECUTIVE DIRECTOR**  
519-209-1699

**EVENT HOST #**  
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**NEAREST HOSPITAL:**  
**BRANTFORD GENERAL**  
**200 TERRACE HILL ST.**  
**519-752-7871**

**NEAREST WALK IN CLINIC:**  
**THE WILLET URGENT CARE**  
**239 GRAND RIVER ST.**  
**519-442-2251**

### PLEASE NOTE

- In case of Emergency the dinner bell will ring continually. If this happens gather in the ministry centre basement.
- Your group is responsible for health insurance information and transportation to hospital.

# CAMP PRINCIPLES AND POLICIES

PLEASE ENSURE THAT ALL YOUR GUESTS ARE AWARE AND  
ABIDE BY THESE PRINCIPLES & POLICIES.

Braeside is a “smoke-free” environment. We require that all guests refrain from smoking cigarettes, marijuana, or vaping anywhere on the grounds.

Alcoholic beverages, weapons and non prescription drugs are also not permitted in any Braeside building or property.

Registered guests must take full responsibility for all children/youth in their care who are under the age of 18.

Curfew is 12:00AM (Midnight).

Guests are asked to dress modestly at all times in keeping with generally accepted Christian standards. Modest swimwear is required for all guests. No bikinis are allowed.

Braeside Pentecostal Camp is not responsible for personal injury or loss, or damage to private property or personal belongings.

Persons responsible for damage to camp property will be required to reimburse the Camp for such losses.

The speed limit is 15km on the Braeside property.

Pets are NOT allowed in any camp-owned cottages, hotel rooms or buildings. There will be a \$50 fine charged to anyone who abuses this policy.

Pets in privately-owned cottages or campsites must be quiet, indoors or on a leash and under control at all times.

All pet waste must be cleaned up immediately and placed in an appropriately sealed garbage container.

Linens are ONLY provided in the hotel rooms. Linens may be requested at an extra cost for the other camp accommodations.

Garbage must NOT be placed OUTSIDE camp buildings. Animals will get into it! Please leave garbage tied up in buildings or dispose of garbage and recycling in appropriate bins at the designated areas.

Please make sure you have read and understand all of these principles and policies AND that you inform all members of your group before beginning your activities at Camp.

## THANK YOU FOR YOUR COOPERATION

# EVENT BOOKING DETAILS

## BOOKING

To confirm a booking, a booking deposit is required and a credit card will be held on file. The credit card will not be charged, but held for a damage deposit. The retreat co-ordinator will be notified up to one week following the retreat with any damage or excessive cleaning\* charges.

For retreats under 50 people, there is a booking deposit of \$500, and \$750 for retreats over 50.

For a premium retreat a second payment of \$250 is due 3 months prior to the booking date. This number may change depending on the size of group, but will be clearly stated in rental agreement.

Full Payment (by cheque) is due before departure from Braeside Camp. You will be invoiced after final numbers have been given 2 weeks prior to retreat.

## GUEST NUMBERS

Guest numbers may not drop below minimum retreat numbers, but may be adjusted up to 3 months prior to retreat. After that, numbers may change up to 20% of contract until final numbers are due. After final numbers are given, numbers may increase (based on availability), but not decrease.

2 weeks prior to your event you are required to submit the list of attendees and their addresses.

## CANCELLATIONS

6-12 months prior to event: refund of deposit minue \$150 administration fee.

91 days - 6 months prior: refund 50% of deposit, unless event is rescheduled within calendar year (dependant on availability).

31-90 days prior to event: no refund of deposit and 10% of estimated signed agreement will be charged.

30 days prior: No refund of deposit and 100% of signed agreement will be charged.

## LOST KEYS

A \$10 charge will be added for lost room key and a \$25 charge will be added for a lost master key.

## CHECK IN & OUT

Check in is usually 3pm on the day of your booking. Earlier check in may be arranged at time of booking.

Check out for July and August is 11:00am.

Check out for September - May is 3:00pm, but may be adjusted at time of booking

Any circumstances that would require an earlier check out time will be arranged with you prior to your retreat (ie. another retreat arriving on same day as your group is leaving).

## GRATUITIES

Gratuities are not included for housekeeping and kitchen staff, but are encouraged.

Any gratuities are at the discretion of the retreat co-ordinator and can be given to retreat host or added to the invoice upon request.

## MEAL TIMES

Meal times are typically at 8am, 12pm and 5pm. Times can be adjusted at time of booking. Groups over 30 minutes late for meals may incur charges to keep staff past scheduled shifts

\* There will be a \$25 per room charge for any accomodations left excessively dirty or littered (garbage must be in appropriate containers), "Pranking" will result in charges dependant on the number of hours/supplies it takes to restore the space, and furniture and/or mattresses moved and not returned will also incur a fee.