



2025 School Group Agreement

Thank you for choosing Sunnybrae Bible Camp for your upcoming school retreat. We are excited to work with you in planning a fun-filled schedule for you and your students. Please read the following contract carefully and sign pages 2, 3, and 9. Once completed, the signed copies can be scanned or mailed to the Sunnybrae Office. The email and mailing address are at the bottom of each page. Upon receiving your Rental Request Contract, Sunnybrae will finalize any needed details and assemble a quote for your approval. Please follow the Booking Guidelines provided below, taking note of the dates by which various paperwork or information needs to be submitted. If you have any questions regarding your rental or this contract, please contact the Sunnybrae Office.

Booking Guidelines

TASK	DUE DATE	COMPLETED
<ul style="list-style-type: none"> • Fill out the Rental Request Contract • Return Signed Contract (pages 2, 3 & 9) • Send \$500 First Booking Deposit • Site Visit– Please contact the office for a suitable time if interested 	UPON BOOKING	
<ul style="list-style-type: none"> • Send in Secondary Booking Deposit of \$500 • \$250 Damage Deposit <i>(In the form of a cheque, please, and separate from the booking deposit)</i> 	AT LEAST 30 DAYS BEFORE ARRIVAL	
<ul style="list-style-type: none"> • Inform Sunnybrae Office of the Final Guaranteed number of guests (This is the minimum # you will be charged for) • Firm up all Schedule Details with Sunnybrae Office • Special Diets notification deadline <i>(Form will be sent separately)</i> 	14 DAYS BEFORE ARRIVAL	
<ul style="list-style-type: none"> • Confirm any final details or changes 	7 DAYS BEFORE ARRIVAL	
<ul style="list-style-type: none"> • If Sunnybrae Bible Camp is providing activities for your group, SBC Acknowledgement of Risk forms need to be signed and submitted. <i>(Form will be sent separately)</i> • Come prepared with payment prior to event commencement, or re- quest an invoice to be sent to the school office. • Have your adult supervisors and students split into groups for accommodations (according to our guide) • Have your adult supervisors and students split into groups for skill block rotations (number & size coordinated with office admin) • Re-book for next year. 	UPON ARRIVAL	

Section #1—Costs, Obligations and Facility Booking Options (2025)

In consideration of Sunnybrae Bible Camp accepting this contract for use of the facility:

- ⇒ I agree to accept responsibility for payment for the dates, numbers and services confirmed in this contract, as well as any extra charges I authorize during my group's stay.
- ⇒ I agree to pay for the number of guests reserved in this contract.
- ⇒ I also understand that the number of guests can be reduced by up to 25% of the original contract up to 14 days before the rental period.
- ⇒ I accept responsibility for payment of any repair due to breakage or damage to the facilities and property resulting from my group/organization's use of Sunnybrae Bible Camp.
- ⇒ I understand and agree that management reserves the right to co-book groups at their discretion. I also understand that any interest in exclusive bookings must be discussed with the Office Admin upon the first booking.
- ⇒ I agree that my group is responsible for the supervision, safety, and well-being of those individuals within my group using the facility during the rental period.
- ⇒ During times when guests receive activity instruction from Sunnybrae Bible Camp staff, adult supervisors representing my group continue to be responsible for monitoring, regulating, and guiding the behaviour of youth.
- ⇒ I know that special attention is required around the waterfront, as there is no lifeguard on duty (apart from instruction services and during Beach Open Time, when contracted). In this regard, I agree that a certified NLS lifeguard must be present for all swimming activities involving children under the age of 19.
- ⇒ I agree to include my group's insurance policy number so that in the event of an incident, Sunnybrae Bible Camp will share the burden of liability.
- ⇒ Sunnybrae Bible Camp will determine the number of cabins required by groups based on a minimum of 8 per cabin.
- ⇒ Extra cabins and lodge rooms may be requested (based on availability). An additional one-time cleaning fee of \$30 per unit will apply.
- ⇒ I understand that the primary and secondary booking deposits are not refundable under any circumstances. They, along with this contract, reserve our booking.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #1

X

AUTHORIZED SIGNING OFFICER SIGNATURE

PRINT NAME

POSITION

DATE

Section #2 — General Conditions of Use (2025)

Multiple Bookings - Sunnybrae Bible Camp reserves the right to book compatible groups on-site simultaneously. Exclusive bookings must be inquired about when first booking.

Activities - All activities that require the use of Sunnybrae Bible Camp equipment and material must be pre-arranged and supervised by a qualified Sunnybrae Instructor.

Emergency Calls - Telephones are located in the office area for local important or emergency calls.

Group Cleaning Responsibilities—Please leave the camp as you found it. The grounds, facilities, and equipment should be left clean and tidy. Guests are responsible for room decorations and their removal.

Guest Behavior - Sunnybrae reserves the right to refuse service and to prohibit uncooperative guests from being on site.

Decorations—The Office Admin must give permission for the taping, tacking, or attachment of any materials to the walls, doors, floors, or fixtures of the Sunnybrae facilities.

Damages - Damage at camp by groups is rare; however, when damage does occur to facilities, equipment or the environment, the damage will be assessed and a fee charged based on replacement value, which will be subtracted from the damage deposit first; and if the total exceeds the given damage deposit, the remaining will be added to the camp rental fee.

Alternate Facilities - Sunnybrae Management reserves the right to provide alternate facilities if necessary and will try to notify the rental group of any changes and the reasons for such changes.

Liability - Sunnybrae Bible Camp will ensure responsible staff and procedures but is not responsible for any damages to any person or property otherwise caused during the function or event except because of any negligence from Sunnybrae Bible Camp.

Check-out Time—Unless alternative arrangements have been made, rooms (cabins and lodges) must be vacated one hour before the last meal, and check-out time must be prearranged with Sunnybrae Management.

Drugs - Possession and use of cannabis or illegal drugs are prohibited on the property of Sunnybrae Bible Camp.

Smoking/Vaping - All our buildings promote a smoke-free environment, and a designated smoking area will be provided for those guests 18 years and older.

Drinking - Alcohol is prohibited on the property of Sunnybrae Bible Camp.

Bedding & Toiletries - Sunnybrae Bible Camp guests will provide their own bedding, towels, and toiletries.

Pets - Sorry, but due to the public nature of the site, pets are not allowed.

Supervision - One mature adult must supervise every ten (10) minors. At least one mature adult must also be present in every cabin and lodge room. Sunnybrae Bible Camp also reserves the right to cap the number of supervisors.

Activity Guidelines - Sunnybrae Bible Camp guidelines reflect Biblical principles. Therefore, all activities that may appear immoral, unsafe, damaging to property, or in any way harmful to the reputation of Sunnybrae will not be allowed. Please inquire with the Executive Director if you have any questions regarding an activity.

Swimming - A Sunnybrae Bible Camp lifeguard (certified NLS) must be present for all swimming activities involving children under the age of 19.

Quiet Times - The residential locale of Sunnybrae dictates all noisy activities must cease by 10:00 pm.

Campfires - Campfires are permitted at designated campfire sites. Fires must be put out after use. A limited supply of firewood is provided for your use. Please ask Sunnybrae staff about any seasonal campfire restrictions.

Visitors - For the safety of our guests, Sunnybrae is a closed facility. Please advise us if you expect visitors during your stay.

Accommodations - Groups are housed in cabins. Prices quoted are based on 8 persons per cabin. When extra cabins are available, groups may utilize these to reduce the number of people per accommodation, however, additional cleaning charges apply.

First Aid - Groups are required to supply their own basic First Aid kit. The group leader, or his/her designate, is primarily responsible for providing first aid treatment. A Sunnybrae staff member is available to provide back-up assistance.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #2

X

AUTHORIZED SIGNING OFFICER SIGNATURE

PRINT NAME

POSITION

DATE

Section #3 — Schedule Options (2025)

- These Schedules are designed to make the planning process easy and effective. Simply choose the Schedule that best suits your needs and then choose the activities (See the Activity Information Sheet) that you want, and we will plug them into the schedule for you
- Please choose one activity from the activity page per activity block on your chosen schedule.
- We can also customize a Schedule to better suit your needs. Please contact the Sunnybrae Office for further planning needs or questions.

Schedule Sample “A”: One Night Stay

- 1-night stay
- All programs run by the Sunnybrae Staff

Day 1	Day 2
11:00 Arrival/Orientation/Tour/Unpack 12:00 Lunch (<i>Free Time</i>) 1:00 Activity Block 1 (15 min Break/Transition) 2:15 Activity Block 2 (15 min Break/Transition) 3:30 – 4:15 Canteen Open 3:45 – 5:15 Beach Open 5:30 Supper (<i>Free Time</i>) 7:00 Wide Game 8:00 Snack 8:30 Fireside 9:15 Night Game Head to Bed	8:30 Breakfast (<i>Cabin Clean Up</i>) 9:30 Activity Block 3 (15 min Break/Transition) 10:45 Activity Block 4 (15 min Break/Transition) 12:00 Lunch (<i>Free Time</i>) 1:00 Load Bus / Head Home

This one-night stay is a great option. Your students will have an exceptional experience while being educated on the various activities. All you have to do is indicate the activities best suited to your needs, and the Sunnybrae Staff will take care of the rest. Departure time can be varied to suit your needs.

Section #3 — Schedule Options Continued... (2025)

Schedule Sample “B”: Two Nights, Open Evenings

- 2-night stay
- Bagged lunch on day 1 brought by students
- Evening program run by your staff

Day 1	Day 2
<p>11:00 Arrival/Orientation/Tour 12:00 Lunch (<i>Brought by Students</i>) 1:00 Activity Block 1 (15 min Break/Transition) 2:15 Activity Block 2 (15 min Break/Transition) 3:30 – 4:15 Canteen Open 3:45 – 5:15 Beach Open 5:30 Supper (<i>Free Time</i>) 7:00 Wide Game – <i>Run by Teacher</i> 8:00 Snack 8:30 Night Game – <i>Run by Teacher</i> Head to Bed</p>	<p>8:30 Breakfast 9:30 Activity Block 3 (15 min Break/Transition) 10:45 Activity Block 4 (15 min Break/Transition) 12:00 Lunch (<i>Free Time</i>) 1:00 Activity Block 5 (15 min Break/Transition) 2:15 Activity Block 6 (15 min Break/Transition) 3:30 – 4:15 Canteen Open 3:45 – 5:15 Beach Open 5:30 Supper (<i>Free Time</i>) 7:00 Wide Game – <i>Run by Teacher</i> 8:00 Snack 8:30 Night Game – <i>Run by Teacher</i> Head to Bed</p>
<p>In this quality but more cost-effective program package, your students will be introduced to much of what the camp has to offer. The Sunnybrae staff will run the morning and afternoon program, while you, the teacher, will have the opportunity to lead the evening activities, which will decrease the cost but still ensure a quality experience.</p>	<p style="text-align: center;">Day 3</p> <p>8:30 Breakfast (<i>Cabin Clean Up/Pack Up</i>) 9:30 Activity Block 7 (15 min Break/Transition) 10:45 Activity Block 8 (15 min Break/Transition) 12:00 Lunch 1:00 Load Bus/Head Home</p>

Section #3 — Schedule Options Continued... (2025)

Schedule Sample “C”: Two Nights, Full Schedule

- 2-night stay
- All meals provided
- All programs run by the Sunnybrae Staff
- No supplemental planning necessary

Day 1	Day 2
11:00 Arrival/Orientation/Tour 12:00 Lunch (<i>Free Time</i>) 1:00 Activity Block 1 (15 min Break/Transition) 2:15 Activity Block 2 (15 min Break/Transition) 3:30 – 4:15 Canteen Open 3:45 – 5:15 Beach Open 5:30 Supper (<i>Free Time</i>) 7:00 Wide Game 8:00 Fireside 8:30 Snack 9:15 Night Game Head to Bed	8:30 Breakfast 9:30 Activity Block 3 (15 min Break/Transition) 10:45 Activity Block 4 (15 min Break/Transition) 12:00 Lunch (<i>Free Time</i>) 1:00 Activity Block 5 (15 min Break/Transition) 2:15 Activity Block 6 (15 min Break/Transition) 3:30 – 4:15 Canteen Open 3:45 – 5:15 Beach Open 5:30 Supper (<i>Free Time</i>) 7:00 Wide Game 8:00 Fireside 8:30 Snack 9:15 Night Game Head to Bed
	Day 3
<p>This jam-packed program package introduces your students to many activities, games, and adventures. As the teacher, you can choose which activities you want plugged into the program, and the Sunnybrae staff will take care of the rest.</p>	8:30 Breakfast (<i>Cabin Clean Up/Pack Up</i>) 9:30 Activity Block 7 (15 min Break/Transition) 10:45 Activity Block 8 (15 min Break/Transition) 12:00 Lunch 1:00 Load Bus/Head Home

Section #4 — Outdoor Education Activity Options (2025)

Sunnybrae Bible Camp has a variety of Outdoor Activities to offer. To ensure a safe and educational experience, these areas require instruction and/or supervision by Sunnybrae Staff. The following costs are in place to cover the costs of equipment rental, instructor fees, and facilitation costs.

- In the event of an activity being cancelled due to the weather, our staff will provide quality alternate programming to fill that time slot.
- Each activity is based on a 1-hour time slot.
- Please enquire about special programming needs or variations.
- Please note: *To accommodate multiple bookings and to meet a high volume of rental requests, activity availability cannot be guaranteed.*

Activities	MAXIMUM PARTICIPANTS PER SESSION	PRICE PER PERSON PER HOUR
Skill Block Options		
CANOEING*	18	\$ 6.00
KAYAKING*	12	\$ 6.00
SWIMMING*	16	\$ 6.00
ROCK WALL	14	\$ 6.00
ARCHERY	24	\$ 6.00
RIFLERY	16	\$ 6.00
WILDERNESS ADVENTURE	20	\$ 6.00
CRAFTS	15	\$ 6.00
CAMP SPORTS	20	\$ 6.00
DIRT JUMPER BIKE TRACK (GR. 6+)	12	\$6.00
DISC GOLF	12	\$6.00
→ LOW ROPES	16	\$ 6.00

With Tree Forts!
→

*ACTIVITIES REQUIRING A LIFEGUARD ON DUTY	\$25.00 /HOUR
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LASER TAG	24	\$ 9.00
BIG YELLOW	13	\$ 6.00
BEACH OPEN TIME (PER HOUR)	UNLIMITED	\$25.00 GROUP RATE
FIELD GAMES	UNLIMITED	\$ 4.00
WIDE GAMES	UNLIMITED	\$ 6.00
NIGHT GAMES	UNLIMITED	\$ 6.00
FIRESIDES (HALF HOUR)	UNLIMITED	\$2.00

<h2>Rental Details</h2> <p>Rates apply to all guests - both students and leaders - unless otherwise stated.</p>	COST PER PERSON
DAY RATE (APPLIES ONLY TO THE STUDENTS OF NON-OVERNIGHT GROUPS)	\$6.00
OVERNIGHT RATE	\$27.50
BREAKFAST	\$10.00
LUNCH	\$12.00
SUPPER	\$12.00
EVENING SNACK	\$4.00

Dietary Restrictions

To prepare for your group's stay at SBC, please inform us of any food allergies, intolerances, or medically restricted diets by filling out the separate "*Special Diets Group Form*". Please email it to info@sunnybrae.ca at least 2 weeks before your stay.

- Sunnybrae Bible Camp is conscientious of nut allergies but is **not a nut-free facility**.
- We **can** accommodate **mild to moderate** special diets and allergies, such as:
 - Gluten Friendly (*please indicate if Celiac*)
 - Dairy Friendly (*please indicate if can be consumed in baking*)
 - Peanut/Tree Nut - Fish/Shellfish - Vegetarian
- Due to the open nature of our kitchen, **cross-contamination may occur**.
- We **cannot** accommodate **halal, vegan or kosher requests**, nor personal diets such as paleo, keto etc.
- If you are **anaphylactic** to any foods, **or have a food intolerance, allergy or special diet not listed** in point 2, the kitchen may not be able to accommodate your dietary needs. However, a fridge and microwave will be accessible so you can supplement your meals during your stay (please ensure all meats brought on the premises are pre-cooked). Don't hesitate to get in touch with the office at 250-835-4596 so we can discuss how to accommodate you best.

Section #6 — Rental Request Form (2025)

General Group Information

Arrival Date: _____ Departure Date: _____

Arrival Time: _____ Departure Time: _____

Name of Group: _____

Mailing Address: _____ City _____

Postal Code: _____ Email : _____

Phone #: _____ Cell #: _____

Contact Person: _____ Phone #: _____

Grade/Age of Children: _____ Group Insurance Policy # _____


Schedule	
One Night Stay	<input type="checkbox"/>
Two Nights, Open Evenings	<input type="checkbox"/>
Two Nights, Full Schedule	<input type="checkbox"/>
Other: _____	

Numbers (Estimated)	
Girls _____	Boys _____
Female Leaders _____	Male Leaders _____
Total _____	

Activity Blocks*			
Canoeing	<input type="checkbox"/>	Kayaking	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	Rock Wall	<input type="checkbox"/>
Archery	<input type="checkbox"/>	Riflery	<input type="checkbox"/>
Low Ropes	<input type="checkbox"/>	Crafts	<input type="checkbox"/>
Camp Sports <input type="checkbox"/>	Wilderness Adventure	<input type="checkbox"/>	
Dirt Jumper Gr.6+ <input type="checkbox"/>	Disc Golf	<input type="checkbox"/>	

*Activities blocks have limited availability; priority will be given to prior bookings.

Additional Activity Options/Details (i.e. laser tag games, big yellow etc.)

I HAVE READ AND UNDERSTAND SECTIONS #3, 4 & 5. FURTHERMORE, I HAVE FILLED OUT SECTION #6 AS ACCURATELY AS POSSIBLE AND REQUEST A QUOTE, BASED UPON THE COMPLETED RENTAL REQUEST FORM.	
 _____ AUTHORIZED SIGNING OFFICER SIGNATURE	_____ PRINT NAME
_____ POSITION	_____ DATE