

Red Pine Camp

Private Rental Guide



Office Address: 1132-2720 Queensview Drive, Ottawa ON K2B 1A5
RPC Phone: 613-828-0700 Fax: 613-625-1174
leadership@redpinecamp.org www.redpinecamp.org

Welcome to Red Pine Camp!

Thank you for choosing RPC as the location for your upcoming event. Whether you are looking to host a wedding, family reunion, work, athletic or community retreat, we have a variety of facilities available for you and are excited to work with you to ensure that your event is a successful one.

This guide contains all the information you will need to prepare for your booking and time at RPC. Please read the information carefully.

When you are ready to book your event at Red Pine Camp:

- Complete a Booking Inquiry Form located on our webpage (www.redpinecamp.org) if you have not done so already.
- You will be contacted to discuss dates and details. Following this you will be mailed or emailed a contract.
- Mail in your completed contract along with your booking deposit so that we can solidify your booking and begin preparing for your visit.
- Keep this Guide to help you as we work together to organize an incredible camp experience at RPC!

Please contact the Director of Leadership Camps and Private Rentals with any questions at leadership@redpinecamp.org or call the main Red Pine Camp office and leave a message and your call will be returned as soon as possible.



Your Time at Red Pine Camp

The following information will give you an idea of what to expect when arriving at camp and during your time with us.

Camp Staff

RPC staff will be on site with you the entire time that you are at camp. Your group leader will be given a cell phone number upon arrival which will keep you connected to the staff should anything come up. RPC staff are there to help you and to make your stay as comfortable and relaxed as possible. Please do not hesitate to ask them questions or ask for assistance.

Private rental staff will be available to welcome your guests, maintain the sports and activities areas of camp, set-up seating and tables for meetings, gatherings etc., arrange the dining hall for meals and special events and clean any dishes that come out of the dining hall for meals.

Private rental staff are not involved in serving or bussing tables, helping to prepare food, bartending or serving alcohol, monitoring and maintaining the food in a buffet or decorating.

You will be provided with a more details about how staff can help you as you move forward in the booking process.

Group Leaders

We ask that you assign one group leader for your group who will be on site the entire duration of your stay and who will be responsible for the conduct of your group during your time at RPC and will ensure that all guests understand and follow the policies and guidelines as outlined in this booklet. Any questions or concerns of the camp staff will be directed to this person.

Arriving at RPC

When your group leader arrives you will be greeted by our staff members. The RPC staff will meet with the group leader for approximately 15 minutes to run quickly through the schedule for your time at camp, location set-up requirements, catering information and review the policies of camp.

Check Out

Group departure times will be arranged during the contract phase. We ask that your guests depart by the pre-arranged time so to give our staff sufficient time to prepare for the arrival of the next group.

Being Respectful of Our Neighbours

Although Red Pine Camp is located on many acres of wonderful land, the main part of camp is also on a road with cottage and year round neighbours. It is important that we are respectful of both their privacy and their need for peace and quiet. Please be aware of this when planning your evening activities and be aware that the noise bylaw (within the North Algona Wilberforce Township) indicates that there should be no excessive noise between 11pm and 7am. During this time, please be aware than amplified music and noise travels.

Facilities

During the booking process, you will be asked to provide RPC with a list of what buildings you would like to use for your event. A copy of this form is provided at the end of this guide. Please submit this form at least two weeks prior to the start of your event.

Sleeping Cabins

Guests sleep in cabins which are rustic but comfortable. Cabins are divided internally by doors which can be opened or closed to accommodate 10 people on average. Most cabin sections have either 2 or 4 beds; the majority of which are bunk beds. Cabins are not heated or insulated.

Guests must bring their own bedding, pillows, toiletries etc.

A few months before your booking you will receive a cabin allocation chart. The group leader is responsible for dividing guests into cabin groups and we ask that we receive a copy of this chart one week before the arrival of your group so our staff can prepare the necessary cabins.

Rental groups typically use the sleeping cabins in the main grove area of camp which is located on the right side of the road (see the Camp Map provided). If your group requires additional cabins or if there are specific cabin requests, this can be discussed in the during the booking process.

For weddings, the Bride and Groom typically choose a cabin on the waterfront (or shore strip) section of camp as many of these cabins have double beds and there is privacy from the main area of camp.

The camp First Aid Building is also available for your guests who may require a bathroom close by in the nights. Please inquire about this further when making your booking if you would like to know more information.

Washroom Facilities

Bathroom and shower facilities are in centralized buildings around camp. There is a larger wheelchair accessible washroom in the main 'green-flushies' near cabin 6. All facilities have hot and cold running water and flush toilets and all the water in camp is safe for drinking. Each of the washroom buildings hold between 3 and 10 toilets (for both males and females) and between 3 and 8 shower stalls. None of the buildings are heated.

The camp is on a septic system. Please help us by instructing students to put all brown paper towels, wrappers, tampons, pads etc. into the garbage – do not flush down toilets.

Dining Hall

Our dining hall can seat over 300 people comfortably. It is a beautiful old building with high ceilings and is a great multi-purpose space. Tables can seat up to 10 people with benches.

Our staff can arrange the dining hall to accommodate formal dinners, buffets, BBQs outside in the grove, large evening events/programs, small group discussion areas and many other arrangements.

Plans for special table arrangements are asked to be sent to our office one week prior to your booking.

For events happening in the Dining Hall into the evening, the building will be closed at 1:30am by the camp staff. Please keep in mind when planning your events in the Dining Hall that the camp has neighbours both close by and around the lake. Sound travels and there will need to be attention paid to the volume of music after 11pm.

Kitchen

Rental groups will need to make all catering arrangements. If you are interested in a meal plan for your group, please inquire about this during your booking process.

Full use of the kitchen is provided to your caterer, including the Hobart dishwasher in the "slop room." The RPC staff will be available to help ensure the proper usage of all equipment, and must be consulted when the caterers arrive at camp to provide a brief orientation.

We have BBQs that are available for use and propane will be provided. Please inform the camp at least a week before your rental if you wish to use the BBQs.

Our kitchen is nut-free, however, our camping facility cannot be guaranteed to be peanut free as a number of groups use it over the course of a year. We do ask all groups

that come to the camp refrain from bringing any snacks/food products that contain peanuts but cannot guarantee a peanut-free facility.

There are no issues with the drinking water at camp.

If you would like catering recommendations, we do have a chef that has catered several private rentals at RPC as well as a few recommendations from previous events.

Additional Camp Buildings

The Rec Hall is a large building with cement floors and a large stage. This is a great area for indoor sports or can be set up with chairs and tables.

The Chalet is a beautiful old wooden building with a large hearth set in the middle. There are a few chairs and tables located inside the building and it could be set up to seat a group of approximately 30 at tables or in chairs

The Hearth House is a building perched above the water that is a great small group meeting area. This space can be set up with tables and chairs and can seat 20 people comfortably.

The Craft Hut is a screened in building beside the Hearth House. This is a great outdoor meeting place free from bugs in the spring or inclement weather.

None of the buildings at Red Pine are heated and the cabin wiring is not designed for multiple heaters or fans. Remind your guests to come prepared for the weather with proper bedding and clothing.

Council Rings

The camp has three council rings located at different places around camp. Two can seat 50-60 people comfortably and the other can hold 250+ people.

Waterfront

The waterfront is closed during the spring and fall rental season.

Sports Facilities

Red Pine Camp has a wide variety of activities to offer guests while at camp.

Sports

Activities available to guests while at camp include the following:

- Basketball court
- Paddle tennis
- Badminton
- Tether ball
- Shuffle Board
- Horseshoes
- Ping pong
- Baseball field
- Large open field suitable for Ultimate Frisbee etc.

Low Ropes Course

Our low ropes course is inspected annually and all programming is led by trained instructors. Programming is available for guests during your private rental at an additional fee. These areas are not to be used other than for designated camp programming due to safety and liability reasons.

Additional Equipment

The following equipment is available for use during your time at camp. Please let us know what you require and when and where you would like them placed.

- 1 Projector Screen
- Flip Chart Stand (paper will need to be provided by the renter)
- Projector (small rental fee)
- Portable microphone and speaker (small rental fee)
- Festoon Lighting – approximately 750 feet (rental fee)

Your group is responsible for bringing your own extension cords, flipchart paper etc.

Please note: WiFi is not available on site, however, there is cell service to the camp and you may hot spot your own personal devices.

RPC Policies and Procedures

Red Pine Camp is located in a beautiful pine forest and all of the buildings are made of wood. Because of this we work hard to preserve our beautiful surroundings and we are very strict about open flames of any type at camp. **Please ensure that all of your guests are aware of the following policies and procedures.**

Open Flames and Smoking

Open flames are NOT allowed in camp except in designated fire pits and fireplaces. This includes candles in the Dining Hall. We ask that you use battery operated t-lights or candles if you would like candlelight on the tables.

Smoking is prohibited in camp and is restricted to the main parking lot behind cabins 20-23.

Care of Camp Property

We ask that you follow a well-known camping rule "leave the camp and its surroundings in the same, or better, condition that you found it".

Please keep the facilities and equipment tidy and clean, and in the same condition as found and understand that your group will be charged for any damage caused to the facilities during your stay. This includes any buildings (cabins, dining hall, washrooms etc.) and the natural environment and includes smoking damage.

We ask that you do not pick flowers or intentionally damage any of the plants or trees in and around the camp. In certain circumstances, arrangements can be made to collect plants etc. with groups interested in educational programming.

Waterfront

The waterfront is closed in our spring and fall season.

Health and Safety

We encourage group leaders/organizers to be aware of any health concerns of their guests.

RPC has stocked first aid kits in various locations around camp. Upon your arrival, the group leader will be informed of these locations. There are also two AED machines (defibrillators) on site.

We suggest that your group leaders have a cell phone for emergencies and we recommend that there be a vehicle available for use as an emergency vehicle. In your orientation your

group leader will be provided with a list of emergency numbers as well as directions to the nearest hospitals etc. We also have this information listed below.

Upon your arrival our staff will discuss the fire procedure with your group as well as the locations of the first aid kits and AED. This would be a great time for your staff to discuss your emergency procedures with your group.

In the case of an emergency, the group representative will be responsible for either the transportation of the individual in a personal vehicle or remaining with the individual while being transported by ambulance.

Vehicles at Camp

Red Pine Camp requests that all vehicles are parked in the designated parking area between camp and Highway 60 (behind cabins 18-23). Please ask your guests to promptly return their cars to the parking lot after unpacking and take care with the young trees planted throughout the grove area of camp.

Red Pine Camp is not a campground suitable for trailers. There is no electricity available to support camper trailers, however they are welcome to park them in the parking lot if they come to camp. All guests staying in trailers are asked to pay a nightly fee like all other camp guests.

Liquor License

Red Pine Camp is not a licensed facility. A license to serve alcohol in the Dining Hall (or specific location in camp) is the responsibility of the renter and must be presented to the camp along with the liability insurance certificate two weeks prior to the start of your event. Our staff are not permitted to serve alcohol. You will be responsible to manage and oversee the serving of liquor to your guests. Form more information about serving alcohol you may find the following link helpful: <https://www.smartserve.ca/know-the-law>

Third Party Liability

Third Party Liability Insurance with a limit of no less than 5 million per occurrence is required and proof of insurance must be sent to the Red Pine office two weeks prior to the start of your event. Please ask the Director of Private Rentals for suggestions of insurance companies that supply this if you are unsure.

Booking

When formalizing your booking you will receive a contract outlining the details for your rental. Please ensure that you complete all details on the form, double check the dates and read all of the information carefully.

You will be asked to estimate the number of guests in attendance at your event. Estimate numbers on the low side if you are unsure. An increase in numbers is welcome but be advised that **we must have final numbers 2 weeks prior to your booking**. Should your attendees be less than expected, your group will be invoiced for no less than 95% of your final estimated numbers.

To confirm your booking, we will need to receive the signed contract along with a booking deposit of \$500.00. Payments can be made by Interac e-transfer (to leadership@redpinecamp.org using the password RPCGUEST) or by cheque (made out to Red Pine Camp).

Upon your arrival at camp for your event, we will require a \$200 damage deposit (paid by cheque to Red Pine Camp). This will be held for two weeks following the event and will be returned to you assuming there isn't any damage caused to the facilities during your stay.

Guest Payments

If your guests are making individual payments for their time at camp, we can accept payment from them directly. We ask that **all payments from guests arrive at the office at least one week prior to the start of your event**. After this time, we ask that you, the Rental Group Representative, collect the payments from your guests and submit them with the final balance at the end of the event.

Payments can be made by Interac e-transfer (to leadership@redpinecamp.org using the password RPCGUEST) or by cheque (made out to Red Pine Camp). Notes in the comments of the e-transfer must make mention of the event they are attending (school name, bride and groom's last names) and the individual guest names if appropriate.

Nearby Hospitals and Emergency Assistance

PEMBROKE REGIONAL HOSPITAL
705 Mackay Street
PEMBROKE, ON
Tel: 613-732-2811

ST. FRANCIS MEMORIAL HOSPITAL
7 St. Francis Memorial Drive
BARRY'S BAY, ON
Tel: 613-756-3044

RENFREW COUNTY AND DISTRICT
HEALTH UNIT (Public Health)
7 international Drive
PEMBROKE, ON
Tel: 613-735-8666

Nearby Pharmacies

CONWAY'S PHARMACY
251 Bridge
Street
EGANVILLE, ON
Tel: 613-628-2808 or
613-628-2101
Fax: 613-628-2282

HOURS:
M-Th.. 9:00 – 5:30
Fri..... 9:00 – 6:00
Sat 9:00 – 5:30
Sun.... closed

KILLALOE PHARMACY
7 Lake Street
KILLALOE, ON
Tel: 613-757-2281
Fax: 613-757-0268

HOURS:
M-Fri 9:00 – 6:00
Sat 9:00 – 5:00
Sun12:00 – 3:00

Directions

Red Pine Camp is on Highway 60, two miles west of the town of Golden Lake.

From Ottawa:

Take the Queensway west, which becomes Highway 17 To Renfrew. Then either:

- when you get to Renfrew, go to the third exit, which is Bruce St, and turn left at the lights. Go into Renfrew to the next set of lights, turn right onto highway 60, then travel on to Douglas, Eganville and finally the village of Golden Lake. About 3km past the village, watch for the blue Ontario highway sign pointing to Red Pine Camp.

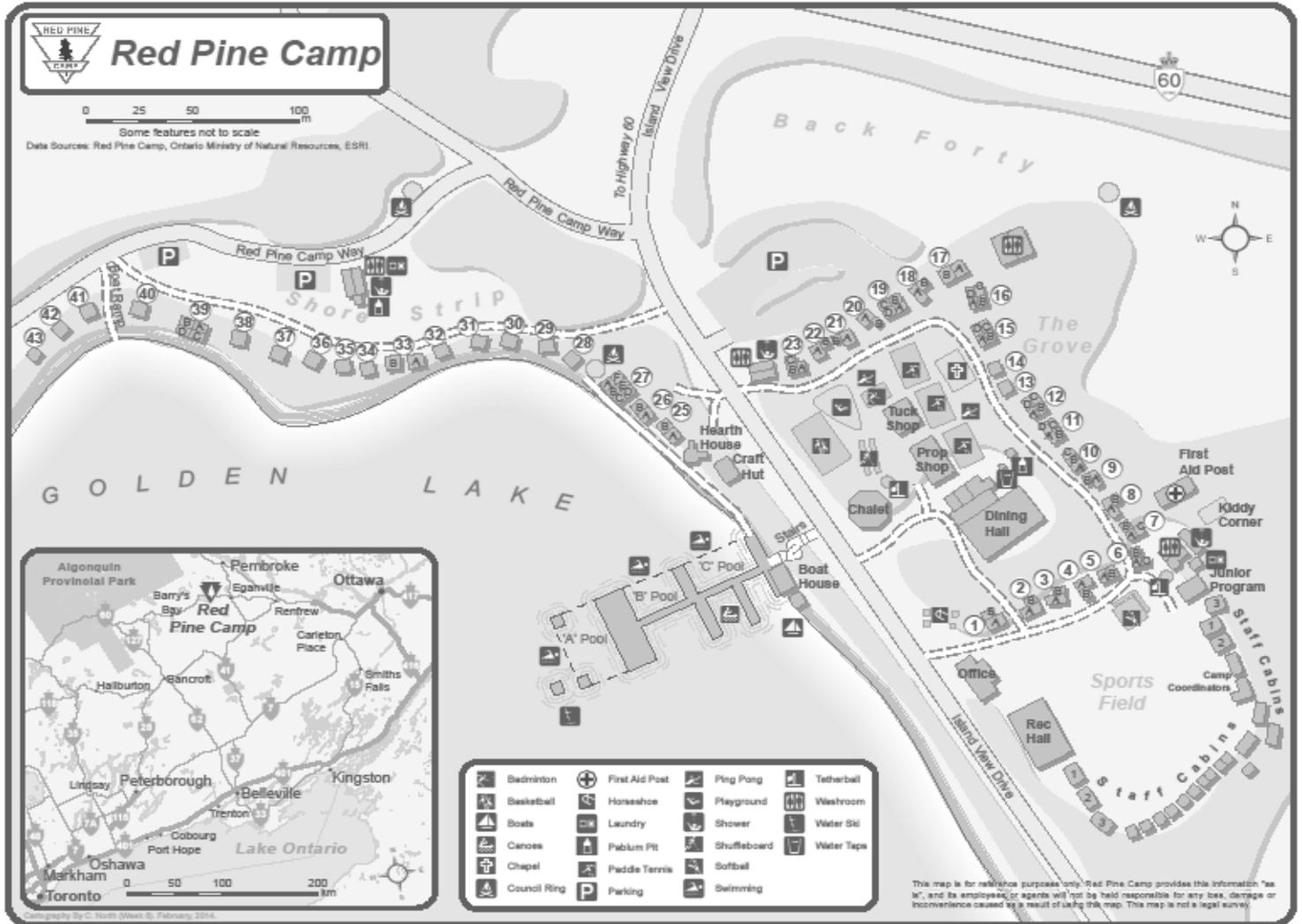
OR

- continue along highway 17 past Renfrew to Cobden, turn left onto county road 8 and travel until you meet highway 60 at the big stop sign. Proceed straight through the stop sign and along highway 60 through Eganville until you reach Golden Lake. About 3km past the village, watch for the blue Ontario highway sign pointing to Red Pine Camp.

From Toronto:

- Take the 401 east, take exit #436 to merge onto 115 Trans Canada Highway North toward Lindsay/Peterborough. Take a slight right onto highway 7 (Ottawa) in approx. 7km, turn left onto Highway 134 in approx. 100 km, turn left onto Bridge Street West, in approx. 240km turn left onto Hastings Street North and follow signs for Barry's Bay. Continue onto route 62 following signs for Whitney/Algonquin Park / Lake Saint Peter. Turn right onto Opeongo Line / Highway 60 following signs for Eganville/Pembroke. In approximately 38km look for the blue Ontario highways sign pointing to Red Pine Camp, turn right onto Island View Drive.

Map of Red Pine Camp



Packing List

This packing list is available for you should you choose to provide one or parts of one for your guests. The camp is not responsible for loss, damage or theft of any belongings at camp.

The following list is only a suggestion of what to bring.

<p>CLOTHING</p> <ul style="list-style-type: none"><input type="checkbox"/> short sleeved shirts<input type="checkbox"/> sweatshirts or long sleeved shirts<input type="checkbox"/> warm jacket or fleece<input type="checkbox"/> rain coat (? and pants)<input type="checkbox"/> jeans/pants<input type="checkbox"/> shorts if weather appropriate<input type="checkbox"/> underwear<input type="checkbox"/> socks (two extra pairs in case of rain)<input type="checkbox"/> pyjamas<input type="checkbox"/> sun or baseball hat *<input type="checkbox"/> running shoes<input type="checkbox"/> second pair of shoes (in case of rain)<input type="checkbox"/> rain boots <p>PERSONAL ITEMS</p> <ul style="list-style-type: none"><input type="checkbox"/> 1 flashlight<input type="checkbox"/> Sunglasses<input type="checkbox"/> Camera<input type="checkbox"/> Any medication, regular or occasional	<p>BEDDING AND TOWELS</p> <ul style="list-style-type: none"><input type="checkbox"/> 1 pillow and pillow case<input type="checkbox"/> 1 fitted sheet (single, to cover the mattress)<input type="checkbox"/> 1 towel for shower<input type="checkbox"/> 1 sleeping bag and extra blanket if cool <p>TOILETRIES</p> <ul style="list-style-type: none"><input type="checkbox"/> shampoo and conditioner<input type="checkbox"/> soap<input type="checkbox"/> toothbrush and toothpaste<input type="checkbox"/> hair brush or comb<input type="checkbox"/> deodorant<input type="checkbox"/> sunscreen (30 SPF minimum)<input type="checkbox"/> insect repellent<input type="checkbox"/> ? AfterBite anti-itch stick<input type="checkbox"/> ? Kleenex<input type="checkbox"/> feminine hygiene products
---	---

WHAT NOT TO BRING TO CAMP

- Incense, candles, mosquito coils, citronella candles, matches or lighters

Building Request Form

Please indicate the buildings/facilities that you would like to use during your time at camp and any special requirements for set-up. This does not need to be set in stone but will help us to prepare the space to meet your needs. Please use the map included with your contract or in the Rental Guide to help you.

We will contact you before your time at camp to discuss your requests and solidify arrangements.

Building or Camp Facility	
<p>Hearth House This building can be set up with tables and chairs for approximately 20 people or can be a cozy gathering place.</p>	
<p>Craft Hut This is a screened in, open air building. It can be set-up with approximately 6 picnic tables or with tables and/or chairs.</p>	
<p>Chalet This is a cozy, circular building with a large screened in hearth in the center. This can be used for groups of up to approx. 50 people in chairs around the hearth or approx. 25 at tables and chairs.</p>	
<p>Rec Hall This building is a large, cement floor space that is great for large presentations, games or many small group activities. There is a stage and seating can be set up for approximately 250.</p>	
<p>Fire Pits We have three fire pits or council rings located around camp. Two can seat up to seat 60 comfortably and the third is large and can seat upwards of 250.</p>	
<p>Dining Hall – Special Set-up The dining hall can seat 350 people. Sections separate from your groups eating area can be cleared and set-up for small group meetings, evening games etc. This is dependant on the number of schools at camp during your rental.</p>	
<p>Other</p>	

Additional Requests: