XYZ CAMP

AGREEMENT TEMPLATE

CLASSE NATURE /GROUP RECEPTION / FAMILY CAMP

***PASSAGES HIGHLIGHTED IN GREY:*** This information may vary depending on your situation and your practices.

|  |  |  |  |
| --- | --- | --- | --- |
| BETWEEN: | | AND: | |
| Name of Camp: |  | Name of Group: |  |
| Address: |  | Address: |  |
|  |  |
| City: |  | City: |  |
| Postal code: |  | Postal code: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Represented by: |  | Represented by: |  |
| Title: |  | Title: |  |

**Hereafter called the “CAMP”**

**Hereafter called the “GROUP”**

1. **PURPOSE OF THE CONTRACT**

The purpose of this contract is to determine the conditions of the stay at the camp for members of the Group and services provided to them.

1. **MAKEUP OF THE GROUP**

Number of children: \_\_\_\_\_\_\_ Number of adults: \_\_\_\_\_\_\_ = Total number of persons: \_\_\_\_\_\_\_

1. **STAY CONDITIONS AND SERVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1 Land, building and facilities used:** | | | |
|  |  |  |  |
|  | Name of site / pavilion: |  |  |
|  |  |  |  |
|  | Description of site: |  |  |
|  |  |  |  |
|  | Name of cabin: |  |  |
|  |  |  |  |
|  | Number of beds: |  |  |
|  |  |  |  |
|  | Various: |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2** | **Material and equipment used:** | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **3.3** | **Services provided:** |  |  |
|  | **MEALS** |  | Breakfast |
|  |  |  | Lunch |
|  |  |  | Dinner |
|  |  |  | Snacks |
|  |  |  |  |
|  | **BEDDING** |  | Provided |
|  |  |  | Not provided |
| **3.4** | **Leading of activities, staff, contact person:** | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

1. **DURATION OF STAY**

The stay for members of the Group lasts \_\_\_\_\_\_\_ days and \_\_\_\_\_\_\_ nights. It begins on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_ and ends on \_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_.

Contact person during the stay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **COST**

Total cost of the stay and services that the Camp agrees to provide to the Group is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, broken down as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEMS | UNIT COST | QUANTITY | TOTAL |
|  |  |  | $ |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Lump sum: | $ |
| Other charges: | $ |
| **Subtotal** | $ |
| **+ Tax (GST)** | $ |
| **+ Tax (QST)** | $ |
|  |  |

**Deposit = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Balance = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PAYMENT CONDITIONS**

A deposit of $\_\_\_\_\_\_\_\_\_\_ is paid on signing of the contract by the representative of the Group or when the Group returns the signed contract to the Camp. The balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_ is payable by certified cheque or money order at the time when members of the Group arrive at the Camp at the beginning of the stay.

1. **CANCELLATION OF THE CONTRACT**

The Group may cancel this contract prior to its entry into force by means of notice sent by registered mail on the following conditions:

7.1 If the notice is sent sixty (60) or more days prior to the start of the stay, the Camp will keep the deposit received of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Group will not have to pay any other amount.

7.2 If the notice is sent between the thirtieth (30th) and the sixtieth (60th) day prior to the start of the stay, the Camp will keep the deposit received and the Group must send with the notice a certified cheque or money order for $\_\_\_\_\_\_\_\_\_\_\_. This amount, together with the deposit already paid, represents \_\_\_\_\_\_\_\_\_% of the subtotal of the stay and services to be provided as set out in section 5, and includes applicable taxes.

7.3 If the notice is sent less than thirty (30) days prior to the start of the stay, the Camp will keep the deposit received and the Group must send with the notice a certified cheque or money order for $\_\_\_\_\_\_\_\_\_\_\_. This amount, together with the deposit already paid, represents \_\_\_\_\_\_\_\_\_% of the subtotal of the stay and services to be provided as set out in section 5, and includes applicable taxes.

1. **CORRECTION OF THE NUMBER OF PARTICIPANTS**

The Camp agrees to return to the Group a sum equal to the number of persons missing multiplied by the cost of stay and services. However, if the actual number of participants is lower than ninety percent (90%) of the planned number, the Camp shall be entitled to receive from the Group ninety percent (90%) of the total cost of the stay and services set out under section 5.

1. **THE CAMP’S OBLIGATIONS**

9.1 The Camp undertakes to comply with federal, provincial and municipal laws and regulations in force and to obtain all necessary permits and licences (e.g. Tourisme Québec classification).

9.2 The Camp undertakes to provide the services set out in the agreement for the duration of the stay.

9.3 The Camp undertakes to maintain the quality of the proposed facilities and equipment by, among other things, frequent inspections and assiduous maintenance.

9.4 The Camp will ensure that a person is available at all times to respond to emergencies.

1. **THE GROUP’S OBLIGATIONS**

10.1 The Group agrees to use the rented premises, the rented material and equipment as a prudent and diligent person would do and to behave in a way that does not disturb other residents of the Camp.

10.2 The Group undertakes to hand back premises and equipment in the same condition as when it took possession of them, except for wear and tear caused by normal use.

10.3 The Group undertakes not to assign its rights under this agreement without having first obtained written consent from the Camp.

10.4 The Group undertakes to comply with federal, provincial and municipal laws and regulations in force and to obtain all necessary permits and licenses (e.g. fishing).

10.5 The Group declares that it has taken note of the Camp’s regulations and program of activities, a copy of which is appended hereto, and knows them well. It undertakes to oblige its members to comply with them.

10.6 The Group takes full responsibility for damage that it or its members may cause to the rented premises and equipment.

10.7 The Group has a health record for every participant. This record is accessible to the Camp’s or the School’s person responsible for first aid.

10.8 The Group agrees to ensure that its members are in excellent health and able to take part in the sports and outdoor activities indicated in the Camp’s program. For this purpose, the Group undertakes to provide the Camp, at the start of the state, with a list of participants were affected by physical or intellectual restrictions liable to affect the nature of interventions by Camp staff with these participants.

10.9 The Group acknowledges that the Camp is not a depository of the personal effects and belongings of its members and, consequently, it releases the Camp from any liability in the event of theft, breakage or deterioration of the said personal effects and belongings.

10.10 The Group’s representative declares (in the case of a group that is not incorporated) that he or she is personally responsible for the cost of the stay and services set out in this document.

10.11 The Group undertakes to give the Camp, within 24 hours of their arrival at the Camp, a list of participants as divided into groups.

1. **VALIDITY OF THE CONTRACT**

The contract is binding upon the parties as soon as it has been signed by their representatives in each other’s presence. If the Camp sends the contract to the Group by mail, the Group must return the signed contract to the Camp before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **OTHER CLAUSES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**12. COMMITMENT OF PARTIES**

Signed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_

FOR THE CAMP FOR THE GROUP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

**APPENDIX 1: Camp regulations**

**APPENDIX 2: Description of activities and schedule**

**APPENDIX 3: Team training sheet or list of participants**

*Please refer to tool #17: Team training sheet* in the certification tab of the Association des camps du Québec toolbox.