



# Shiktehawk Bible Camp

Box 869 Florenceville-Bristol, NB  
E7L 2X8

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Hello Guests!

We would like to take a moment to let you know about some of the opportunities available to your group.

Each year we have many groups take advantage of Shiktehawk's beautiful facilities. We hope you find this Group Rental package helpful and informative. Feel free to contact us with any questions you may have.

Our rental packages can be adjusted to fit the needs of your group. We have groups come for the day, overnight, weekends and even for extended periods. Some groups choose to do some of their own programming and we simply assist, others take advantage of our wonderful program staff. Let us know how we can make your experience memorable and the most beneficial for your group.

For inquiries on the details of what we offer, as well as pricing, please contact our camp office. We will work with you to meet the goals that you have set for your group.

Jon MacDonald  
Executive Director  
Shiktehawk Bible Camp



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## APPLICATION FOR USE OF FACILITIES

### Group Information:

Dates Requested:	Start:	Click here to enter a date.	End:	Click here to enter a date.
	Arrival time:		Departure time:	
Name of Group:				
Person in Charge:	Name:		Phone:	
	Cell:		Fax:	
	Email:			
Expected Group Size:	Adults:		Total:	
	Children/Youth:			
Nature of Event:				

### Meal Information: (only fill out if Camp Shiktehawk is providing your meals)

\*Indicate which meals your group will require and the times you would like them served

	Day 1	Day 2	Day 3	Day 4	Day 5	Suggested Time
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8:30am
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00pm
Supper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5:00pm
Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9:30pm
Request for coffee breaks:	Day(s):			Time(s):		

### Personnel Information:

\*Indicate what Camp Shiktehawk staff you will need and the time slot you will need them for:

	Day 1	Day 2	Day 3	Day 4	Day 5
Lifeguard 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifeguard 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Instructor 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Program Instructor 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other					

## Facilities Planner:

\*Please indicate which accommodations and facilities your group will be using

**Main Lodge:** dining hall, large meeting hall, washrooms, gamesroom

**Conference Hall:** large meeting hall and main washrooms

**Winterized Cabins:** 12 cabins (10 single and 1 double bed in each cabin)

Cabin 7

Cabin 8

Cabin 10 ½

Cabin 11 ½

Cabin 14

Cabin 15

Cabin 16

Cabin 17

Cabin 18

Cabin 19

Cabin 20

First-Aid Cabin (3 rooms, and full washroom and kitchenette, wheel chair accessible)

**Non-Winterized Cabins: 20 cabins/rooms** – available in spring, summer, and fall only

Cabin 9 (10 singles)

Cabin 9 ½ (8 singles)

Cabin 10 (12 singles)

Cabin 11 (10 singles, 1 double)

Cabin 12 (10 singles, 1 double)

Cabin 13 (6 singles, 2 doubles)

Ma-Ji-Wa (1 single)

Road Runner (1 double)

Speaker Cabin 1 (2 singles, 1 double, full washroom, wheelchair accessible)

Speaker Cabin 2 (1 single, 2 doubles, full washroom)

Inn Rooms (9 rooms, 2 double beds and full washroom each)

Pastors Place (1 queen, full washroom, full kitchen and furniture, additional room attached if needed)



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## **Alternate non-winterized accommodations:**

- Tent sites – 7 sites
- RV Trailer Hook-ups – 10 hook-ups (power, and water)

## **Additional Facilities/Activities**

### Year-Round:

- Kitchen
- Sports equipment
- Hiking Trails
- Lodge – electric fireplace
- Canteen (Tuck Shop)
- Bouncy Castle
- Parachute games
- Sound equipment
- LCD projector
- VCR/DVD player
- Piano
- White board
- Easel
- Photocopier, printer, computer (additional costs may apply)

### Spring/Summer/Fall:

- Campfire pit with benches
- Ropes challenge course
- Archery
- Climbing Wall
- Volleyball Court
- Basketball Court
- Baseball diamond
- Soccer field
- Human Bowling
- Skateboards and Ramps
- Zipline
- Mountain Bikes
- Craft Hut (additional charges may apply)
- Outdoor Cooking site



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## Summer Only:

- Pool
- Waterfront – kayaks, paddle boats, aqua park

## Winter Only:

- Skating Rink
- Sliding Hill



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## Rules & Regulations

1. Smoking is not permitted on the grounds of Shiktehawk Bible Camp.
2. The use or possession of alcohol or non-prescription drugs is prohibited on camp property.
3. The use of profanity is prohibited on camp property.
4. Do not enter the cabins or rooms without the permission of someone who is staying there.
5. Use of the Pool and Waterfront (Beach & reservoir) is permitted only under the supervision of our lifeguard.
6. Please supervise all children using the playground equipment. All other camp programs equipment will be used only under the supervision of a Shiktehawk Staff member.
7. No water or food fights will be tolerated inside any buildings.
8. Guests are not permitted in the kitchen area unless they are part of the cooking team. Please ask if you need something.
9. For those staying in our accommodations; certain accommodations will be designated for MALES only, the rest for FEMALES only. Some facilities are available for married couples; otherwise members of the opposite sex are not permitted in each other's cabins or washrooms. This rule is for reasons for privacy and is without exception.
10. Towels and bedding are not provided. Towels and other personal toiletries should NOT be left in the washrooms so that maintenance personnel can properly clean washrooms.
11. Damages and/or excessive cleaning that is deemed necessary will be billed to the contact person at a rate of \$20.00/hour plus material expenses.

## Additional Considerations:

- Camp Policy states that an employee/volunteer must be on site during an event and all costs incurred will be the responsibility of the user. Normally a fee will be charged for the use of the facilities to help offset costs.
- In all cases, Rental Groups must abide by the policies, procedures and safety regulations of Camp Shiktehawk, and must respect the authority of the Executive Director or person in charge. This may encompass interventions up to and including requiring the group to leave the facility.
- Rental Groups must accept responsibility and liability for their particular event and activities including damage to buildings and equipment.
- All Rental Groups/Individuals will be required to sign a Hold Harmless Agreement and provide proof of insurance if applicable.
- All groups are responsible for basic cleanup of the facilities prior to departure.



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## Rental Considerations

### A. Booking & Rental Details

1. This Site Rental Agreement acknowledges receipt of your application. Find attached a quote and confirmation of dates.
2. Upon receipt in our Office of your Confirmation Deposit and a signed copy of the agreement, we will finalize your booking and hold your requested dates.
3. Deposit requirements amount to \$250.00, and must be received along with a signed copy of the Site Rental Agreement, no later than three (3) weeks after receipt of this manual.

\*\*\*PLEASE NOTE: We will call to make sure you have received this packet - your tentative booking will be kept for three (3) weeks from the date of this call.\*\*\*

*The Confirmation Deposit will be applied to the cost of your event.*

4. **If your group/organization carries liability insurance you are required to file a copy of your policy with the Executive Director before using the facilities.**

### B. Cancellations

In the event your group/organization cancels prior to two (2) weeks before the date of your event, you will be permitted to transfer the Confirmation Deposit to another date within that calendar year. If your group/organization cancels any time after two (2) weeks prior to the scheduled event, we will retain the Confirmation Deposit - the deposit will not be transferable or refundable.

### C. Minimum Size

Minimum Group Size: 15 persons

\*\*\*PLEASE NOTE: We will accommodate smaller groups, however, the total rental fee will not be less than the \$250.00 Confirmation Deposit.\*\*\*

### D. Payment Schedule

1. Unless prior arrangements have been made with our Camp Office - **ALL BILLS ARE PAYABLE AT THE CONCLUSION OF THE BOOKED EVENT.**
2. You will be charged for the number of people using the facility during your event (including leaders). We do require a reasonably accurate account of your group size one (1) week prior to your event.
3. If necessary, upon completion of a full site examination, the Camp reserves the right to forward a bill to cover any expenses incurred as a result of abuse or damage. Labor costs for repair or additional cleaning by our staff are calculated at \$20.00 per hour. If this occurs and payment is not made, then Shiktehawk Bible Camp Inc. will be forced to disqualify the group/organization from further rentals until such time that payment is made.



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## Additional Regulations/Policies

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### A. Regulations for facilities

#### 1. Dining Hall

- a) Guests are not permitted in the kitchen area, unless part of the cooking team.
- b) No water or food fights will be tolerated in any buildings.
- c) No bare backs or feet.
- d) Dining Hall and kitchen area is to be kept tidy during the event. They are to be swept thoroughly and mopped at the end of your event.
- e) Tables and chairs are to be returned to their original location

#### 2. Washrooms

- a) Note designated washrooms for your event.
- b) Help keep the washrooms tidy.
- c) No towels or other personal toiletries are to be left in the washrooms.
- d) The washrooms are to be thoroughly cleaned and restocked at the end of camp.  
(Shiktehawk Bible Camp will provide all necessary materials.)

#### 3. Rooms/Cabins

- a) Keep rooms/cabins tidy and clean. Sweep floors daily and empty waste baskets into garbage barrels or metal dumpster. Clean up around your room/cabin.
- b) Switch off lights and close doors when leaving room/cabin.
- c) Report all breakages, damages, etc., to the Camp Director.
- d) No room/cabin raids, pillow or water fights.
- e) Heater unit is to be controlled by Shiktehawk staff only.
- f) Do not enter rooms/cabins other than the one(s) you were assigned to.
- g) Please ensure the thorough cleanliness of the area after your event.
- h) The sleeping accommodations are such that in the case of male/female roommates:
  - a) only married couples may occupy a single room; or b) only family members may occupy a single room
- i) The chairs and mattresses must be returned to their original locations.

#### 4. Activity Rooms/Program Equipment

- a) Outdoor footwear to be removed at the door (Winter only).
- b) Use piano properly, or not at all.
- c) Please use all furniture and equipment with care and return to their original location when the event is over (report all breakages, damage to the Camp Director).
- d) Please be sure to put all sports equipment back in places provided.
- e) Ensure that all lights and thermostats are off and doors are closed when leaving buildings after your event.
- f) Activity rooms are to be thoroughly cleaned at the end of your event.
- g) The garbage from all buildings used is to be put in garbage bags and placed in the





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outside metal dumpster. All garbage cans must then have garbage bags replaced.

## **B. User Agreement**

1. Our group will have at least one (1) mature adult for each eight (8) young people. This adult will actively supervise at all times, including sleeping hours in the rooms/cabins. We understand that Shiktehawk Bible Camp may limit our activities if they are deemed dangerous or destructive.
2. Grounds, facilities, buildings and equipment will be left workable, clean and tidy -- which includes sweeping, dusting and floor mopping in every building used. All equipment will be returned to its proper location and the Camp Director will inspect the total facility before our group leaves.
3. We agree to reimburse Shiktehawk Bible Camp for the cost of any damage or unreasonable cleaning which was caused by our group.
4. Our group will provide our own bedding, pillows, towels and personal toiletries.
5. We understand that Shiktehawk Bible Camp does not assume responsibility in any way for accident, injury or illness however caused, and does not provide any supervisory staff during our stay. We understand that no medical persons are available from Shiktehawk Bible Camp.
6. No pets are permitted on the site.
7. No smoking, illegal drugs or alcoholic beverages are permitted on the site.
8. We will allow a Shiktehawk Bible Camp staff person to speak to our group (or leaders) during the first group function we have at the camp to discuss these regulations, plus give other general information/comments.

## **C. Shiktehawk Bible Camp Policies**

### **1. Campfire Policy**

Shiktehawk Bible Camp offers a fire pit located next to the brook. It is a controlled pit for the purpose of providing a campfire atmosphere while restricting large fires (preventative action). The following regulations apply when using the fire pit:

- a) Use of the campfire pit must be in accordance with the Province of New Brunswick Fire Index for the day of use.
- b) Fires may not be lit in high winds
- c) A water bucket will be within reasonable distance for emergency purposes
- d) Fires may only be built in the appointed pit.



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- e) Fires are not to be left unattended
- f) Fires must be put out before leaving – soaked with water.

## **2. Pool Rental Policy**

Shiktehawk Bible Camp offers pool facilities during the summer season (June –Early September) and the following regulations apply to its use:

- a) Follow the posted procedures under the direction of the Lifeguard
- b) No one is to enter the pool enclosure without the permission of the Lifeguard
- c) Each individual must pass a deep end test before entering the deep end
- d) A lifeguard must always be on duty & can be provided upon request prior to your arrival at an additional charge (depending on availability) – you are welcome to supply your own lifeguard providing they supply current certification (NLS) and take a brief orientation session of our facility
- e) Ratio of 1 leader per 8 children for additional supervision.
- f) Children under 7 must be accompanied by an adult.

## **3. Waterfront Rental Policy**

Shiktehawk Bible Camp offers waterfront facilities from mid-June until Early September and the following regulations apply to its use:

- a) A lifeguard must supervise all persons who are swimming or using inflatable water toys. (A lifeguard must always be on duty & can be provided upon request prior to arrival at an additional charge (depending on availability) – you are welcome to supply your own lifeguard providing they supply current certification (NLS) and take a brief orientation session of our facility
- b) Lifejackets or PFD's must be worn at all times when using a watercraft & inflatable toys
- c) All posted safety rules must be adhered to.



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## Hold Harmless Agreement

Please take time to read, fill out the necessary information, sign and date the following waiver. If your group is not able to prove in written form that you are indeed an organization, please have the person responsible for your group sign the Individual waiver.

### Group Waiver

**SHIKTEHAWK BIBLE CAMP INC.**

#### **HOLD-HARMLESS AND INDEMNITY AGREEMENT**

\_\_\_\_\_, hereinafter called the  
(Organization)

User, shall indemnify, hold free and harmless, assume liability for, and defend Shiktehawk Bible Camp Inc., its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which Shiktehawk Bible Camp Inc., its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the use of real or personal property belonging to Shiktehawk Bible Camp Inc., its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors, on date(s) shown below or by any action or omission by the User, its members, agents, servants, employees, officers, or directors.

Property, nature of use, and period (date[s]) to be used:

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

Signed by \_\_\_\_\_

(I hereby certify and warrant that I have full authority to sign this document on behalf of the User(s) who agrees to be bound by same)

Date \_\_\_\_\_

Please attach proof of insurance

To be completed when outside organizations use facilities belonging to Shiktehawk Bible Camp Inc.



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## Individual Waiver

**SHIKTEHAWK BIBLE CAMP INC.**

### **HOLD-HARMLESS AND INDEMNITY AGREEMENT**

I/We \_\_\_\_\_, hereinafter called the User(s), shall indemnify, hold free and harmless, assume liability for, and defend Shiktehawk Bible Camp Inc., its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors from any and all costs and expenses including, but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums which Shiktehawk Bible Camp Inc., its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the use of real or personal property belonging to Shiktehawk Bible Camp Inc., its boards, councils, committees, commissions, groups, employees, servants, agents, officers, and directors, on date(s) shown below or by any action or omission by the User(s), his/her/their family, friends, guests, agents, servants, or employees.

Property, nature of use, and period (date[s]) to be used:

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

Signed by \_\_\_\_\_

(I hereby certify and warrant that I have full authority to sign this document on behalf of the User(s) who agree(s) to be bound by same)

Date \_\_\_\_\_

To be completed when outside individuals or groups use facilities belonging to Shiktehawk Bible Camp Inc.

We have read, understand and accept, and will comply with the regulations and policies found in this Site Rental Agreement.

\_\_\_\_\_  
Signature of adult in charge

\_\_\_\_\_  
Date

These simple but very important points will ensure that your stay with us is safe and enjoyable. Your compliance with them allows us to keep our fees at a very reasonable rate for the convenience of your group and others that follow.