



**Girl Guides
of Canada**
**Guides
du Canada**

Calgary Area Girl Guides
2188 Brownsea Drive NW
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T 403.283.8348
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Terms and Conditions:

Availability of campsites can be accessed on via online booking system. (<https://girlguidesab.letscamp.ca>) but only Calgary area GGC groups will be able to book online. Please call the Guide Centre at 403-283-8348 or email facilitybooking@calgarygirlguides.com for information on bookings at a Calgary area Girl Guide campsite. The booking fee is **non-refundable and non-transferable**. A cheque for the site rental fee, postdated up to 45 days prior to the start of camp, is due within 2 weeks of booking.

**** Please ensure your cheque for the site rental fee is received by the Calgary Guide Centre within two weeks, or your reservation will be cancelled.**

**** A \$25.00 fee will be charged on all NSF cheques**

Calgary Area Girl Guide groups have priority for reserving camp facilities, on a first come/first served basis.

Bookings will be accepted as follows:

For Camps commencing between:	Calgary GGC groups:	Non-Calgary area GGC and 3 rd party renters:	Large GGC events (eg: district camps):
September 1 and February 28/29	May 1st	June 1st	April 1st
March 1 till August 31	October 1st	November 1st	September 1st

If a site has not been booked for a weekend within one month of the intended camp, groups may book a **one night rental** for the booking fee +50% site fee. Camps longer than two (2) nights: fees are as above + 50% site fee per night.

If you require assistance or have special requests, please call the Calgary Guide Centre at 403-283-8348 or email facilitybooking@calgarygirlguides.com.

Cancellation Policy:

A cancellation with ample notice allows Calgary Area Girl Guides to potentially recover the lost business. Site fees will only be refunded if notice of cancellation is received 45 days before start of camp.

If the camp is canceled less than 45 days before the starting day of camp, site fees will not be refunded unless another group can be found to take over the booking.

If a financial issue will result from the cheque being cashed 45 days in advance, please contact the office prior to 45 days so separate arrangements can be made.

In the event that your camp has to be cancelled for safety reasons or travel is not recommended, no refund can be offered but, groups will be able to reschedule with loss of the booking fee only. To reschedule, contact facilitybooking@calgarygirlguides.com.

Additional Information:

- No pets are allowed on site. No fireworks or firearms or illegal activities are allowed on site.
- Guiding groups are responsible for obtaining acknowledgement or authorization from Safe Guide assessors prior to the start of camp (refunds are not given for failure to obtain authorization).
- It is recommended that at least one adult have site orientation and remain on site for the entire rental period. There is no caretaker on site.
- Showers in residential buildings are for emergency use only. Camp Jubilee operates on a well and septic system. Please conserve water.
- Site **MUST** be left in clean condition or a **cleaning fee** will be charged. All garbage and recycling must be removed from the site.
- Calgary Area Girl Guides does not supply catering. The renter may make arrangements with an independent caterer but retains responsibility for the upkeep and cleanliness of the site.
- Access is allowed to the site after 4 pm on Friday and weekend rentals end at 2 pm on Sunday. If access is required earlier or later, please contact the Guide Centre (extra charges may apply).
- All groups are required to submit a campsite use form after camp to report camper numbers and site condition.

Information collected will be used internally and shared externally only for camps booked at Westover for safety purposes.

Privacy Statement

Girl Guides of Canada – Calgary Area is committed to protecting your privacy. Authorized employees within the company on a need to know basis only use any information collected from individual customers. We constantly review our systems and data to ensure the best possible service to our customers. Parliament has created specific offences for unauthorized actions against computer systems and data. We will investigate any such actions with a view to prosecuting and/or taking civil proceedings to recover damages against those responsible

Confidentiality

Client records are regarded as confidential and therefore will not be divulged to any third party, other than if legally required to do so to the appropriate authorities. Clients have the right to request sight of, and copies of any and all Client Records we keep, on the proviso that we are given reasonable notice of such a request. Clients are requested to retain copies of any literature issued in relation to the provision of our services. Where appropriate, we shall issue Client's with appropriate written information, handouts or copies of records as part of an agreed contract, for the benefit of both parties.

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