

Dear Group Leader,

We are excited you are interested in a retreat booking at Camp Widjiitiwin because it presents us with the opportunity to assist you in ministering to your group. It is our desire not only to provide an enjoyable and refreshing time away, but also to see our guests come to faith and maturity in Jesus Christ. Our facilities are conducive to exploring what God has to teach each of us and we'll take the pressure off in terms of facilitating your experience so you can spend more time with your group members.



Camp Widjiitiwin is a year-round, Christian facility situated on the beautiful Muskoka River near Huntsville, Ontario. Whatever the season, you will find yourself in the natural beauty of God's creation. As well, you will have the opportunity for a personalized retreat to fit the unique needs of your group.

Add to that a full slate of activities, good food, great staff and fantastic facilities, and you'll soon discover why Camp Widjiitiwin is by several other Christian organizations in Canada.

In this information package you will find...

- ✓ An explanation of the Retreat Application Process
- ✓ The 2009 Rates (Weekend)
- ✓ Policies and Guidelines relating to retreats
- ✓ Commonly Asked Questions
- ✓ And more information to help make your retreat a success.

We want to extend to you a very special invitation to join us this year and discover, or rediscover, Camp Widjiitiwin.

Best regards,

A handwritten signature in black ink that reads "Mike".

Mike Greenfield  
Director  
Camp Widjiitiwin

## **2009 Retreat Information Package**

Camp Widjiitiwin is a three season, Christian facility situated on beautiful Mary Lake near Huntsville, Ontario. Whatever the season, you will find yourself in the natural beauty of God's creation. As well, you will have the opportunity for a personalized retreat to fit the unique needs of your group. Add to that a full slate of activities, good food, great staff and fantastic facilities, and you'll soon discover why Camp Widjiitiwin is a great place to hold your church youth retreat.

We want to extend to you a very special invitation to join us this year and discover, or rediscover Camp Widjiitiwin.

### **WHAT YOU'LL FIND IN THIS PACKAGE ...**

1. An explanation of the Retreat Application Process
2. The 2009 Rates (Weekend and Midweek)
3. Policies and Guidelines relating to retreats
4. Commonly Asked Questions

## **The Retreat Application Process**

Since you have this Retreat Information Package, you have likely made the first step towards booking space for your retreat at Camp Widjiitiwin. Receipt of this package does not guarantee that you will receive the requested dates for your retreat. This is for your information only.

If you decide to continue in the application process, you will need to find out from the Director whether Widjiitiwin can accommodate your group at your desired time. Always have a few dates selected as options in the event that your first choice is not available.

Upon verification from our Camp Director that there is a date availability, your group's name will be penciled into the date. Within one week, the Director must receive your expected numbers as well as an occupancy breakdown (how many guests per cabin ...). This will be used to build your booking agreement. Confirmation of the booking is contingent on the receipt by the Camp Director of your returned signed booking agreement including full payment of the deposit.

The deposit is calculated at 25% of the estimated price of your retreat. Again, that estimated price is based on the occupancy numbers that you supply.

Upon receipt of the signed booking agreement and full payment of the deposit, the Camp Director will solidly book your retreat into our calendar of events.

Any special requests that extend beyond the confines of the booking agreement must be made to the Camp Director at least one month prior to your retreat start date. This includes but is not limited to snacks, coffee breaks, special sporting requests such as wall climbing, and communion. Please note that some of these special requests have an extra cost involved with them. This cost will be invoiced directly to the group, even in the event that your guests are

paying Camp Widjiitiwin on an individual basis. That is, the additional costs cannot be divided among the guests by our office.

A guest list, along with all guests full names, addresses, phone numbers, email (if available) and the exact birthdates of any children (we do not require the birthdates or ages of guests aged 18 and older), must be received by the Camp Director at least two weeks in advance of your retreat start date. The guest list should also clearly indicate which guests are rooming together. **An easy-to-fill-in guest information form is available from the Camp Director upon request.** Also required at that time is a complete schedule of your weekend (**Remember to include our meal times of 8 am, 12 noon and 5 pm**) and any audio-visual needs that you may have for the weekend.

The Camp office staff seeks to meet each of the rooming requests that are brought to them within the appropriate two weeks prior time frame, but the camp office staff makes the final decision as to where each guest stays.

Please note that upon arrival, a key will be given out to the Group Leader. This will allow entry to a camp cabin on the event that one is locked during your stay. During your stay, it is requested that you assign a point person (typically the original contact person but not limited to them) to bring any requests or concerns relating to the retreat to Camp Director.

Although Camp Widjiitiwin works to meet the needs of groups returning on a regular basis, **your booking of a particular date one year does not guarantee that you will receive the same date the following year.** Only a signed booking agreement with full payment of deposit can secure a booking.

We hope to see your group here for your retreat in the near future. Please do not hesitate to contact the Camp Director should you have any questions relating to our retreat program.

## **Rates for 2009**

### **Rates for Regular Weekend Retreats (2 nights and 5 meals)**

\*ALL rates are per person

Fee	\$80.00
+5% G.S.T.	\$ 4.00
+3% P.S.T.	\$ 2.40
Total	\$86.40

### **The above rates include:**

- 5 meals and 2 nights accommodation.
- 1 Campfire
- 2 Evening Snacks
- 1 Climbing Wall session (2 – 4pm on Saturday) with Camp Staff
- Children 1 – 3 yrs: Stay Free!
- Children 4 – 11 yrs: \$45.00 + 3% PST + 5% GST = \$48.60

**A BOOKING IS NOT SECURED UNTIL THE SIGNED BOOKING AGREEMENT IS  
RETURNED WITH THE FULL DEPOSIT**

## **Retreat Policies and Guidelines**

### **Bookings and Cancellations:**

1. A booking is not secured until the signed contract is returned with the full deposit.
2. As the rates are special group packages, there is no rebate for members of your group who arrive late or leave early, unless previously arranged with the Camp Director.
3. Cancellations:  
Deposit: 30% (non-refundable) 6 months prior to date.  
**Cancellation <30 days prior:** 100% of estimated retreat cost billed  
**Cancellation 30-90 days prior:** keep deposit plus additional 10% of total estimated price  
Guest #'s must be guaranteed at least 30 days in advance of booking.
4. **Full payment is due and payable at time of check-out.**

### **Accommodations:**

1. Retreat rates ***DOES NOT*** include the provision of bed linens and towels.
2. No animals, small appliances (i.e. toaster ovens), weapons, illegal substances, such as non-prescription drugs etc. are allowed in Camp Cabins.
3. Any damage will be the responsibility of the retreat group and will be billed to you.
4. Check-in time is after 3:00 pm on the day of arrival. Check-out time is 1:00 pm on the day of departure.
5. Camp Widjiitiwin is a smoke free environment.
6. There are 16 Camper Cabins (8 on the Girls Side and 8 on the Boys Side). Each cabin can house 10 individuals in bunk beds. Male washroom and shower facilities are located in Guys Side of Camp. Identical Facilities are available for women in the Girls side of camp.

### **Miscellaneous:**

1. Camp Widjiitiwin does not provide babysitting services. It is the responsibility of the retreat group to supply babysitters and any required programming for children's ministry.
2. There is no stated curfew for retreat groups, however for the courtesy of other guests and private cottagers/residents we do ask that groups are quiet after 11:00 pm.
3. Meal times at Camp Widjiitiwin are as below:  
Breakfast is at 8:00 am  
Lunch is at 12:00 noon  
Dinner is at 5:00 pm
4. Unless otherwise arranged, the first meal of a booking will be the breakfast of the first full day of your booking (e.g. Sat breakfast for a Fri-Sun booking)
5. A schedule outlining the timetable for your booking is due at least 2 (two) weeks prior to your booking start date.
6. All guest information (names, addresses, phone numbers etc) is due at least 2 (two) weeks prior to your booking start date. All rooming requests are also required at this time. Camp Widjiitiwin reserves final decision in the allocation of guests to cabins.
7. The waterfront is unsupervised. Group Leader must provide certified lifeguards in order to swim during the retreat.

## Commonly Asked Questions

### ***“What do I need to do to book?”***

In order to book, you need to confirm a date with the Camp Director and then return your booking agreement with the deposit.

### ***“What are the rooms like?”***

Our Camper Cabins are rustic with bunk beds. Ideal for sleeping. There are no TV's, fridges, or alarm clocks.

### ***“How many meeting rooms are available?”***

The Longhouse is our only useable meeting room. Weather permitting meetings (without sound) could be used in the surrounding natural camp environment.

### ***“Can we bring or cook our own food?”***

There is absolutely no cooking in any of our accommodations. If your group has special food needs, please make that known to the Camp Director at least two weeks prior to your retreat start date. Our cooks are great at preparing specialty meals, however it is best for all if this kind of situation can be avoided. If someone in your group has special food needs (i.e. diabetic or vegetarian), our chefs are happy to accommodate. Just let us know before you arrive and we will be better prepared for your group. **We also require that guests refrain from bringing their own snacks into their cabins as they tend to attract curious critters.**

### ***“What happens when we check in?”***

Your group members must go to the main Camp office (The Longhouse) to check in. There they will receive their room assignment. They will also receive a map of the grounds. This is the best spot for you to greet your group members and hand out programs or other information. Upon your request, an 8' table can be set up at that location for you to use as a greeting table.

### ***“What recreational activities are available?”***

Depending upon which season you come to Camp Widjiitiwin, there is always a host of activities available! The following activities could be made available to your group.

*Canoeing, Mountain Biking, Beach Swimming, Volleyball, Soccer, Baseball, Basketball, Soccer, Skateboard Park, Archery, Tetherball, Wall Climbing, Low Ropes Initiatives, Capture the Flag, Various Field and Forest Games*

## **Retreat Booking Checklist**

One Year in Advance (at least):

- ❑ Confirmed booking with Camp Director

8 months prior to booking start date:

- ❑ Completed and emailed estimated guest numbers as well as estimated occupancy breakdowns to Camp Director
- ❑ Received booking agreement
- ❑ Signed, photocopied (for your records) and returned original booking agreement along with cheque for deposit to Camp Widjiitiwin

1 month prior to booking start date:

- ❑ Let Camp Director know of any special requests/needs (e.g. AV needs, snacks) for the weekend.
- ❑ Received confirmation on any special requests/needs from Camp Director

2 weeks prior to retreat start date:

- ❑ Prepared and emailed retreat schedule to retreat coordinator.
- ❑ Filled in the guest information on the MBC Guest Information form and sent it to Camp Director along with any rooming requests (i.e. who stays with whom). Any special rooming or diet needs (e.g. no stairs, celiac diet) should be listed on the guest information form as well.
- ❑ Communicated with your guests that they will be checking in at main camp (The Longhouse) office upon arrival (note check-in time on booking agreement). Also, have communicated the check-out time (on booking agreement) to your guests.