

# **Environmental Education Commission - Rental Agreement Echo Pond Environmental Education Centre**

## **A. Booking & Rental Details**

1. This Site Rental Agreement acknowledges your request to rent our facilities. Our rental rates can be found by visiting:

<https://echopond.ca/rentals/>

2. Upon receipt in our Office of your non-refundable Confirmation Deposit and a signed copy of this agreement, we will finalize your booking and hold your requested dates.

3. Non-refundable Confirmation Deposit requirements amount to 20% of your total rental cost or \$150.00 which ever is greater. The deposit must be received along with a signed copy of this Site Rental Agreement, no later than three (3) weeks after receipt of this document. The Confirmation Deposit will be applied to the overall cost of your event.

## **B. Cancellations**

In the event your group/organization cancels prior to six (6) weeks before the date of your event, you will be permitted to transfer the non-refundable Confirmation Deposit to another date within that calendar year. If your group/organization cancels any time after six (6) weeks prior to the scheduled event, we will retain the Confirmation Deposit - the deposit will not be transferable or refundable.

## **C. Payment Schedule**

1. Unless prior arrangements have been made with our Office – an invoice will be sent at the conclusion of camp and is payable within 30 days.

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. Labour costs for repairs or additional cleaning by our staff are calculated at \$40.00 per person hour. If this occurs and payment is not made, then the Environmental Education Commission will be forced to disqualify the group/organization from further rentals until such time that payment is made.

## **D. Regulations and Policies**

### *1. Grounds and Trails*

We are an Environmental Education Centre, hosting children in our pristine environment regularly throughout the year. It is of utmost importance that both our facility and the pond and forest around our facility are respected. When using our trails, pond, and campfire pit, we expect all visitors to "Leave No Trace". *In other words, please do not leave any bottles, food, or garbage of any kind around the property.* The trails and boardwalks are for walking only; no bicycles, motorbikes, or ATV's are permitted on the trails.

### *2. Electricity Use*

Our facility is located off the Newfoundland power grid, and all of our electricity is provided by wind-turbines and solar panels with a back-up diesel generator. Please conserve energy while at the Centre by turning off lights and conserving hot water or the power supply may be interrupted.

### 3. *Cookhouse and Dormitory*

- a) Must be left tidy
- b) All dishes washed and put away
- c) Tables and chairs are to be returned to their original location
- d) No pets are permitted in the buildings.
- e) No smoking is permitted inside buildings.
- f) Please do not use aerosol fly or deodorant sprays in the bedrooms. Some people have allergies and the overspray attacks the floors.
- g) If you have small children keep the closet doors with keypads locked to secure chemicals. h) If you use the grill you must turn on hood fan (switch in dish pantry) or the fire alarms will sound. Please clean grill after use using hot water to soften and scrape off into adjacent slop pan using a spatula.

### 4. *Campfires*

Campfires are allowed in designated campfire pit by the pond, unless restricted by provincial law. Open campfires are not permitted if the Fire Weather Index is **High, Very High, or Extreme**. The current fire hazard rating can be found at [www.faa.gov.nl.ca/forestry/forest\\_fires/fire\\_hazard\\_map.html](http://www.faa.gov.nl.ca/forestry/forest_fires/fire_hazard_map.html) or by calling 729-4180 between 2.30 pm and 4.30 pm. The Centre is located in the Eastern Avalon region. Please use water buckets to extinguish all camp fires and do not use our forest fire fighting equipment except in an emergency.

### 5. *Firewood*

Ample firewood will be provided for woodstove and campfire. Groups may request extra bundles for a fee of \$10/bundle. Please do not scavenge the forest for firewood.

### 6. *BBQs*

There is a BBQ for your convenience and we will endeavour to have it clean upon your arrival. Please ensure the grills are clean again after use and report any issues with the BBQs, or low fuel. Do not bring propane fuel into cookhouse or dormitory. Please do not use wire brushes to clean the BBQ.

### 7. *Waste Management*

Please sort recyclables into the containers provided. Organic waste (vegetable & fruit peelings, tea bags, coffee grounds and paper napkins, but NOT food waste) can go into the compost bins provided. Please bag up the remainder of the garbage and leave it in the dining room. Please ensure garden gate is properly closed or the rabbits (and maybe moose) will eat everything.

### 8. *Check in/out times*

Check in is typically a pre-arranged time after 2 pm. Check out is at 12 noon unless otherwise arranged.

### 9. *Bunk Beds*

Only children at least 6 years old should be sleeping in upper bunks. Do not double up on mattresses.

### 10. *Phone and Internet*

Our cell phone plan only has 1000 minutes/month so please use it sparingly. Long distance is charged at \$0.50/minute so do not make long distance calls. Internet is available upon request but there will be an additional charge for its use.

*11. First Aid Equipment, AED, Epi-Pens and Medical Emergencies*

Call 911 for any emergency. First aid equipment is provided for your use. There is a defibrillator (AED) and two adult Epi-Pens in the defibrillator case by the phone. The defibrillator is quite simple to use and will talk you through the process. Note the Epi-Pens only provide short term relief – rush patient to hospital and send the second Epi-Pen with them. If you use any first aid supplies please let us know so we can restock. There will be a charge of \$110 to replace each Epi-Pen.

**E. User Agreement**

1. We agree to reimburse Environmental Education Centre for the cost of any damage or unreasonable cleaning which was caused by our group.
2. Our group will provide our own bedding, pillows, personal towels and toiletries.
3. We understand that Environmental Education Commission 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 Environmental Education Centre and it is in a remote, wilderness location.

*I have read the above policies and regulations, and as a representative of my organization, agree to abide within them:*

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Organization: \_\_\_\_\_

Address for Invoice: \_\_\_\_\_

\_\_\_\_\_

—

Arrival date \_\_\_\_\_ Time \_\_\_\_\_ Departure date

\_\_\_\_\_ Time \_\_\_\_\_ Expected number in group (max

70) \_\_\_\_\_ Catered meals needed yes / no

or self catering yes / no

Deposit Amount Enclosed \$ \_\_\_\_\_

Please send signed agreement and deposit to:

***Environmental Education Commission  
PO Box 2265***

*St. John's, NL*

*AIC 6E6*

or

Scan and email form to [payments@echopond.ca](mailto:payments@echopond.ca)  
and send your deposit by e-transfer to same.