



LOT # _____

2018 Extended Stay Camping “RESERVATION REQUEST”

Confirm your reservation request by completing this form and returning it with a deposit in the amount of \$600.00 (\$250.00 lot deposit and \$350.00 hydro deposit) to the office of the Raisin Region Conservation Authority, 18045 County Rd. 2, P.O. Box 429, Cornwall, ON K6H 5T2. (make cheque payable to the Raisin Region Conservation Authority and post-dated January 8th, 2018. Deposits using credit cards will be processed on January 8th, 2018.

1. Your name shall be entered for the campsite(s) you list, in order of preference.
2. **Confirmed reservation requests must be submitted to the office of the Raisin Region Conservation Authority no later than Wednesday, January 3, 2018. The draw for requested sites will be held on Monday, January 8, 2018 at 10:00 a.m.**
3. Where only one applicant exists for a particular Campsite, that lot will automatically be assigned to that applicant. Where several applicants are interested in the same Campsite, the site allocation will be determined through a draw process. The unsuccessful applicants shall be entered into a second draw, for the next preferred site. This process will be repeated as necessary. If the applicant is unsuccessful on all their five preferred sites, they will be contacted and given the opportunity to choose another site.
4. Successful candidates will be notified by email to confirm their lot reservation and payment schedule.
5. If you cancel your registration after January 8, 2018, the cancellation fee is \$75.00 plus your \$250.00 lot deposit.
6. If during the season you need to cancel your reservation, please note that your lot is non-transferrable. You cannot assign your lot to another individual. Please see “Cancellation Policy” for further information.
7. **Payment**
 - a. Your seasonal lot and boat dock (if applicable), must be paid in full no later than May 2, 2018.
 - b. **Payments will be made as follows:**
 - i. \$600.00 deposit at time of request. (\$250.00 lot deposit, \$350.00 hydro deposit)
 - ii. Balance (*this is total cost of lot & boat dock, minus the lot deposit*) will then be divided into 4 equal payments. Those 4 equal payments can be paid by cash, post-dated cheques or credit card. If paying by cheque, they must be post-dated for the first of each month starting February 1, 2018 and final payment being May 2, 2018.

- iii. Credit card payments will be processed on the first Monday of each month, unless that Monday is a holiday, which in that case will be processed on Tuesday.
- iv. The RRCA will have the right to cancel your reservation if payment, in full, is not received by May 2, 2018. If your reservation is cancelled due to this reason, you will be reimbursed what you paid, minus a \$75.00 administration fee plus your \$250.00 lot deposit. Once the camping season begins, the cancellation policy found on Schedule “C” attached hereto, takes effect.

If you are unsure about the payment process and/or amount owing, please contact the administration office for confirmation.

NOTE: A camper who does not receive a “preferred” site as the result of a draw, and who chooses not to exercise the option of selecting a subsequent site, shall be refunded their deposit and postdated cheques will be returned with no obligation.

PREFERRED SITES (up to five sites may be selected)

Please see attached map of campsites

1 st Choice	Site No.
2 nd Choice	Site No.
3 rd Choice	Site No.
4 th Choice	Site No.
5 th Choice	Site No.

Fee Schedule for 2018 (HST Not Included in Rates)

	Basic	Electricity (20 amp)	Electricity (30 amp)
Seasonal	\$2,075.53	\$2,075.53 + hydro deposit	\$2,202.44 + hydro deposit
Boat Dock	\$309.74		
Hydro <u>Deposit</u>	\$350.00		

** Seasonal campers will be responsible for their own electricity consumption. At the end of the season, if your consumption was higher than \$350.00, you will be responsible to pay the difference before renewing for the following season. If your consumption was lower than \$350.00, you will receive a credit.

Other fees (to be paid at gatehouse when season begins)

Seasonal Extra Vehicle Charge	\$40.00
Seasonal Boat Launch	\$70.00

Please check one of the following options:

I will be providing 4 post-dated cheques

I would like the 4 equal payments to be charged to my Credit Card. My credit card information is provided below.

I will be paying cash

I will be paying one lump sum

I would like to request a boat dock if one becomes available

Credit Card Information

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Month _____ Year _____
(expiry date)

_____ Visa
_____ Mastercard
(we do not accept American Express)

PERSONAL INFORMATION (*please print*)

Name: _____

Address: _____

City: _____ **Postal Code:** _____

Phone # _____ **Cell #** _____

Email: _____

I have read and agree to abide by the Charlottenburgh Park rules & regulations as set out in Schedule “A” (Summary of Park Rules), Schedule “B” (2018 Extended Stay Camping Terms and Conditions), and Schedule “C” (2018 Extended Stay Camping Cancellation Policy).

Signature

Date



Schedule "A"

2018 General Camping - Summary Of Park Rules

This is only a summary of basic rules. Should you wish a complete document, please ask park staff. The penalty for violating any laws or park rules may be eviction from the park or a fine imposed by the Courts or both. Campers evicted from the campground for any circumstances are not eligible for reimbursement

FOR YOUR INFORMATION:

Extended Stay Camping

- The Raisin Region Conservation Authority reserves the right to rent unoccupied extended stay sites.
- Extended stay campers must maintain a clean and orderly site at all times.
- Extended stay sites will consist of one family only. You are not allowed to share your lot with other families.

Loud Noise - Disturbing Other Persons

- Be considerate. Please keep the volume of your music, voices and other noises to a reasonable level without interfering with anyone else's use or enjoyment of a park, day or night. Quiet hours are enforced 24 hours a day.

Alcoholic Beverages

- The Raisin Region Conservation Authority permits the drinking of alcoholic beverages, but only on a registered campsite. Drinking or the possession of an open alcoholic beverage container in any other park area is prohibited.

Camping and Vehicle Permits

- You must have a permit to camp or use your vehicle in the park. A Camping Permit authorizes one vehicle and up to three pieces of shelter equipment per site. Only one tent trailer, house trailer or self-propelled camping unit, can be used in combination with two other pieces of shelter equipment (eg. tent, dining shelter or tarp). Only one extra seasonal permit is allowed per seasonal site.

Changing Your Site

- In order to change sites, you must first enquire which sites are available for your length of stay. DO NOT set up camp until your permits have been confirmed and physically changed by the gate staff.
- In order to change your extended stay site you must do so 30 days prior to the park opening and with the approval of the Park Manager.
- Confirmation of site changes will be sent to the applicant in writing or by email.

Shortening Your Length Of Stay

- To shorten your stay, you must do so at the registration office prior to 1:00 p.m. on the day of your departure.
- Please note that there are NO REFUNDS for early departures.

Check-In/Check-Out Times

- Check-in time is 2:00 p.m. and check-out time is 1:00 p.m.
- Cabin check-in time is 2:00 p.m. and check-out time is 11:00 a.m.

Additional Vehicles

- Each additional vehicle requires a permit. You are allowed one additional vehicle per camp site.

Parking

- Vehicles may be parked in designated areas only.

Unlicensed Motor Vehicles, All Terrain Vehicles

- ATV's, off-road motorcycles or any other unlicensed vehicles (with the exception of electric golf carts and electric scooters) cannot be used within the park OR on park roads. (except park staff)

Bicycles

- Bicycles are allowed on roads only.

Length Of Stay

- Daily, Weekly and Monthly rates are available.

Park Resources

- Please help us to protect the park so that everyone may enjoy its beauty. The park is full of interesting and precious vegetation, wildlife, natural earth features and archeological and historical sites. Remember, it is against the law to remove or destroy anything in the park.

Pets

- Pets must be controlled and on a leash of less than two metres. Pets are not allowed in swimming and beach areas or areas adjacent to these locations. *NOTE:* You must clean up after your pet at all times.

Campfires

- Campfires are permitted in designated areas only. Never leave a fire unattended. Please be careful with fires at all times.

Grass Mowing

- Grass mowing for an extended stay campsite that exceeds 21 days shall be the responsibility of the licensee. Grass mowing by the Licensee, the Licensee's family, servants, agents and invitees of their campsite, shall be conducted Sunday to Saturday, between the time of 10:00 a.m. and 7:00 p.m. Should this activity interfere with the use and enjoyment of the park by other people, other arrangements will be made through the Park Manager to carry out this activity.

Hours of Closing/Visitors

- Only registered campers may remain in the park campground overnight between the hours of 9:00 p.m. to 8:00 a.m.

Number of People Per Site

- **Transient:** A maximum of six people per site or a single family (of parents and children under the age of 18 years).
- **Extended Stay:** Only the people registered will be permitted to stay on your site, up to a maximum of six people (immediate family members living at home under the age of 18). All others will be required to pay the regular fee that applies.

Refuse

- Please have regard for the condition of your campsite. Deposit all of your garbage and litter in the containers provided (near gatehouse) and leave your campsite in a clean and natural state.

Fireworks

- Fireworks are prohibited in the park.

Firearms

- Firearms are prohibited in the park.

Hunting

- Hunting is prohibited in the park.

Swimming

- The beach is unsupervised. Swim at your own risk. Never swim alone or in unmarked areas. Use the buddy system. Watch children and non-swimmers at all times.

Boating, Water-skiing, Jet-skiing, etc.

- Act safely and in accordance with the regulations when boating, water-skiing, jet-skiing, etc. All water crafts are forbidden in the swimming zones and in areas directly adjacent to the swimming zones and within 200 feet directly adjacent to the swimming zones.

Leaving Vehicles or Boats Unattended

- Your vehicle or boat should never be unattended, except in an area designated for that purpose.

Smoking

- Smoking is forbidden in any Park building.



Schedule "B"

2018 EXTENDED STAY CAMPING TERMS AND CONDITIONS

RULES AND REGULATIONS

1. An extended stay campsite authorizes the permit holder and party to occupy a campsite designated by the permit for a period that does not exceed the operating season of the park. Included in the extended stay campsite fee is one (1) seasonal vehicle. A second vehicle pass can only be purchased at time of check-in for the amount of \$40.00.
2. Every person using an extended stay campsite shall at all times maintain the area in a clean and sanitary condition, and when vacating the property, every person using an extended stay campsite shall restore the campsite to its original condition, removing all personal equipment and belongings. All visitors must pay the appropriate fees, i.e. day-use fee, extra vehicle fee or a Summer Vehicle Pass fee.
 - a. No person shall erect any structure (eg. docks, sheds).
 - i) One storage bin not to exceed 60"x 79" x 54" in size is permitted (Rubbermaid storage unit- model 3752-01-714 or equivalent manufactured unit). Please see Schedule "E" for specifications. This storage bin shall not be considered a piece of shelter equipment.
 - b. No person shall place or cause to be placed on a campsite more than three pieces of shelter equipment.
 - c. No person shall damage any property or cut, remove, damage any plant or, shrub.
 - d. Garden plantings of any kind (permanent or temporary) will not be permitted on campsites, except in a plant container that may only be erected on own equipment (i.e. deck or awning) and must be approved by the Park Manager.
 - e. Single level platforms, for the purpose of an entrance landing, shall not protrude beyond the original camping unit's manufactured canopy.
 - f. No person shall place or erect fences and/or barriers or lawn ornaments, etc. on any property at the park.

- g. Grass mowing by the Licensee, the Licensee's family, servants, agents and invitees of their campsite, shall be conducted Sunday to Saturday between the time of 10:00 a.m. and 7:00 p.m. Should this activity interfere with the use and enjoyment of the park by other people, other arrangements will be made through the Park senior staff to carry out this activity.
- 3. The permit holder shall comply with all park regulations, posted notices, Extended Stay Camping Permit, and as requested by the Park Manager.



Raisin Region
Conservation Authority
Office de protection de la
nature de la region Raisin



Schedule “C”

2018 EXTENDED STAY CAMPING REFUND POLICY

PURPOSE

To inform the customer of the procedures to follow if they choose to cancel their stay on an extended stay campsite and the fees associated with this policy.

CANCELLATION POLICY

Once camping season begins, the customer will have 30 days from opening day to request, in writing, a refund. If the request is made by the deadline, a \$ 250.00 lot fee will apply plus a flat rate fee for lost revenue of \$300.00

Cancellation Fee	\$75.00
Lot Fee Deposit	\$250.00
Flat rate for lost revenues	<u>\$300.00</u>
Total	\$625.00

After 30 days following the opening of the park, a prorated refund may be provided at the discretion of the General Manager of the Raisin Region Conservation Authority based on extraordinary circumstances (i.e. severe health reasons, death, etc.).

Cancellation Fee	\$75.00
Lot Fee Deposit	\$250.00

Plus a variable rate for lost revenue based on the seven night stay rate for regular camping, multiplied by the number of weeks occupied.



Raisin Region
Conservation Authority
Office de protection de la
nature de la region Raisin



Schedule "D"

2018 EXTENDED STAY CAMPING STORAGE BIN

PRODUCT

Rubbermaid storage unit – model no. 3752-01-714-92 cu feet / 2.6 m³ capacity.

PRODUCT SIZE

(outside)

60" x 79" x 54" (152 x 201 x 137 cm)

(inside)

49" x 70" x 46" (124 x 178 x 177 cm)

BENEFITS

- 92 cubic feet of storage
- Structural foam floor supports up to 1300 lbs (590.2 kg)
- Lid slides back for easy walk-in access
- Ideal for storing bicycles and lawn equipment
- Lockable (lock not included)

