



Rental Guidelines

The following document outlines the rules and guidelines for rental of either the Glenn Carpenter Centre or Camp Glenburn. If you have any questions please visit our website at www.saintjohnny.com/camping.html.

Physical addresses are:

The Glenn Carpenter Centre
730-740 Foster Thurston Drive
Saint John

Camp Glenburn
311 Route 850
Kingston

Please address all mail to:

Camp Name
c/o Saint John YMCA-YWCA
130 Broadview Avenue
Saint John, NB
E2L 5C5

Glenn Carpenter Centre:

Beautiful, as well as practical, the site offers indoor and outdoor accommodations for all types of meetings from strategic planning to team building, family reunions to company picnics. Booking opportunities are available from April 1st to October 31st.

Camp Glenburn

Camp Glenburn is a 30 acre facility with a large waterfront with overnight camping surrounded by pine, cedar, spruce and hemlock trees. There is one fielded area that serves as a play area and parking is available on-site. The site and staff specializes in Team Building using High & Low Ropes Courses.

Rental Seasons

The Glenn Carpenter Centre is available from April 15th to October 31st. Please visit the website at www.glenncarpentercentre.com to view the calendar or email admin@saintjohnny.com.

Camp Glenburn is available for rentals from April 1st to June 15th and September 1st to October 31st. Please call 646-2104 for available dates.

Group Size

Lodge:

50 people for a sit-down meal. 80 people seated without tables. 100 people standing.

Picnic Shelter:

50 people inside. Up to 100 people in surrounding outdoor area.

Cabins:

13 rustic camper cabins - up to 12 people per cabin
2 Councillor cabins – up to 8 people per cabin

Dinning Hall/Camp Kitchen:

Equipped with tables and benches to seat up to 150 people. The hall has an attached, fully functional kitchen.

Rotary House:

Able to sleep up to 8-10 people

Glenn Carpenter Centre:

Camp Glenburn

Rental Costs

Weekdays (Monday to Thursday):

Rental costs are \$60.00 per hour with a minimum 5 hour rental. Alternate pricing is available for Not-For-Profit Youth groups. Please call us for a quote.

Rental of our facility includes the use of the lodge and picnic shelter. Use of the water front will require a lifeguard. Rental of lodge includes tables & chairs for up to 50 and use of picnic shelter, in season. Rental of picnic shelter includes use of portable washrooms and outdoor area and rental of the lodge may include flipchart, overhead projector, screen and podium.

Weekends (Friday, Saturday, Sunday and Holidays):

Rental costs are \$80.00 per hour with a minimum 5 hour rental. Please call us for a quote. Rental of our facility includes the use of the lodge and picnic shelter. Rental of lodge includes tables & chairs for up to 50 and use of picnic shelter, in season. Rental of picnic shelter includes use of portable washrooms and outdoor area and rental of the lodge may include flipchart, screen and podium.

Camp Rental:

\$1,000 per day (24 hour period) and \$700 each subsequent day or part thereof.

Cabins (over night):

\$15 per person per night

Dinning Hall/Camp Kitchen (only):

\$275 per day – (food not included)

Rotary House: \$225 per day

Adventure Training and Leadership Development courses are available at Camp Glenburn. Please contact Greg Bishop at 646-2104 for more information.

A \$50.00 administration fee, which is included in the rental costs, is non-refundable in the case of a cancellation of more than 7 days prior to the booking date. A refund of the amount paid to-date less the administration fee will be reimbursed by cheque within one month of the cancellation date. There will be no refund if the event is cancelled within 7 days of the booking date and the balance owed for the entire event will be due on date of cancellation.

A deposit of **50%** of the total rental cost is due upon signing of the rental agreement. The balance is due seven days prior to the event. Payment options include: Visa, Mastercard, direct debit, cheque made payable to the Saint John YMCA-YWCA or payment in cash at the Membership Services Desk, Prince Edward Square.

In the case of a cancellation the deposit may be donated to the *Strong Kids Campaign* and a Charitable Tax Receipt will be issued to the donor for the entire amount. The donation will support sponsorship of youth camperships at Camp Glenburn (residential camping) as well as day campers.

Booking the Site

To inquire about available dates call (506) 634-4937, email admin@saintjohny.com or visit our website at www.glennrcarpentercentre.com.

For further information on available dates please call 646-2104 (city), 832-5632 (seasonal on-site), email glenburn@saintjohny.com or visit our website at www.saintjohny.com.

Please Note: Bookings will only be confirmed upon the receipt of the 50% deposit or full payment.

Glenn Carpenter Centre:

Camp Glenburn

Waterfront Use

Canoes and kayaks are available including personal floatation devices and paddles. A supervised swimming area is also available. Lifeguard staff **must** be on duty for any waterfront use and must be contracted at the time of booking. Waterfront use is \$55.00/hour (minimum 3 hours) which includes one lifeguard, use of all canoes, kayaks, lifejackets and paddles. One lifeguard can only be responsible for 25 people in the water at one time. Please keep this information in mind when booking your event. (i.e. if you have more than 25 people in the water at one time, you will need to book two (2) lifeguards.)

Parking

There are two parking areas which will accommodate approximately 70 vehicles. Large coaches/buses must stop at the first parking area in order to easily turn around. Please inform your bus company when booking transportation.

Parking is available on-site. Cars may only be parked within the designated parking area and is limited.

Set Up

Set up will be at the discretion of the lessee, provided that no damage or change to the structure of the facility is made.

Food

The Saint John Y's Men are the exclusive caterers for the Glenn Carpenter Centre. Any and all other catering is to be arranged through, and at the discretion of, the Y's Men's Club. They can be reached through Bob Capson at (506) 648-9299 – email capsonrw@nbnet.nb.ca or Ian Polley at (506) 633-0164 – email ian.polley@investorsgroup.com. You are welcome to bring in prepared food that does not require cooking. (i.e. sandwiches, subs, salads etc.) There is a rental cost of \$25.00 for the use of a small barbeque to prepare simple menus of hot dogs, hamburgers etc.

The Saint John YMCA-YWCA does not offer any catering services in addition to our rental services at Camp Glenburn. Catering services may be arranged for rentals and may use our main kitchen to service rental functions. Please note, as per our rental guidelines below, all buildings and equipment used during rentals will be left clean and in good repair.

Emergencies

The Person in Charge of group (Emergency Contact) is responsible in any emergency situation except waterfront emergencies. In the event of a waterfront emergency, the lifeguard (s) will be responsible.

Facility Problems

The caretaker may be on site and can be reached at the Staff Cottage or by phone at 674-9556.

Please phone Victor Leaman for any problems with Glenburn's **building's & facility**. 650-3045 (c) 847-5757(h).

Driving Directions

Traveling East from Fredericton and St. Andrews areas

- Highway # 1 East through Toll Bridge at Saint John (\$0.25)
- Exit highway on Exit # 129 (Rothesay Avenue)
- Immediately after exit ramp, take first left which

From Saint John (Via Hwy 1):

Approximate travel time: 35 to 45 minutes

- Take HWY 1 East towards Sussex
- After 18 km take exit 141 to Kingston
- Follow Route 119 6km to Gondola Point Ferry
- Take Ferry to Kingston Peninsula, turn right

Glenn Carpenter Centre:

will take you back onto Highway # 1, heading West (follow signs for the Zoo)

- Exit highway on Exit #128 (Foster Thurston Drive)
- Follow Foster Thurston Drive up a very steep hill
- Watch for driveway on the right, just after crest of hill, approximately 0.6 km from highway exit.
- Follow driveway down to parking areas (approximately 750m)

Traveling West from Moncton

- Highway # 1 past Quispamsis and Rothesay
- Exit highway on Exit #128 (Foster Thurston Drive)
- Follow Foster Thurston Drive up a very steep hill
- Watch for driveway on the right, just after crest of hill, approximately 0.6 km from highway exit.
- Follow driveway down to parking areas (approximately 750m)

Camp Glenburn

onto Route 845 for 6km to Kingston

- At Kingston take Rt 850 (straight at intersection) for 6km to Camp Glenburn #311
- 36 km Total

From Fredericton (via Westfield):

Approximate travel time: 1 1/4 to 1 1/2 hours

- From Fredericton Take HWY 2/7 East towards Saint John
- After 20km take exit 306 HWY 7 to Saint John
- After 60km take exit 80 Grand Bay-Westfield
- Take HWY 102 1km to Route 177 Junction
- Turn right on Route 177
- After 2km turn left and take Westfield Ferry to Kingston Peninsula
- From Ferry take HWY 845 to Kingston 33 km
- At Kingston turn left onto Route 850
- Follow Route 850 6km to Camp Glenburn #311
- 122 km Total

From Fredericton (via Cambridge Narrows)

- From Fredericton take HWY 2 east towards Moncton
- After 55km take exit 339 Jemseg/Cambridge Narrows
- Take Route 695 towards Cambridge Narrows
- After 14.5km turn left towards Springfield (staying on Route 695)
- Follow Route 695 for 20km to stop sign, turn left onto Route 124
- Follow Route 124 for 1.5km to junction with Route 850
- Turn right onto Route 850, follow for 13km
- After 13km, watch for right turn towards Kingston (staying on Route 850)
- Follow Route 850 for 8.5km to Camp Glenburn #311
- 112.5 km Total

From Moncton/Sussex (HWY 1/2 via Bloomfield)

- Take HWY 2 from Moncton towards Saint John approximately 20km
- After Salisbury, take exit 423 to Saint John
- Follow HWY 1 for 76km and take exit 166 to Bloomfield
- At stop sign turn left & follow 50 metres to next stop sign, turn right
- Follow for 200m and turn left onto Bloomfield

Glenn Carpenter Centre:

Camp Glenburn

Station Rd, stay on road for 1.5km

- At stop sign turn left, follow for 7.5km, turn right onto Route 845 at Kredles Market towards Kingston
- Follow 845 for 8km, turn right onto Kiersteadville Road - follow Road for 3km, turn left towards Kinston on Route 850 west
- Follow Route 850 for 8.5km to Camp Glenburn #311
- 125km Total

Terms of Agreement

These terms refer to and are bound to both facilities.

The person and his/her organization and/or group (hereinafter referred to as the “lessee”) agrees to and undertakes to assume all responsibility to observe all rules and regulations of the Glenn Carpenter Centre, Camp Glenburn or the Saint John YMCA-YWCA (hereinafter referred to as the “Lessor”).

1. The Lessee is restricted to the use of those facilities and equipment specifically covered in this rental agreement.
2. Bookings are confirmed on a first-come, first-served basis and all arrangements are handled through the Lessor. No other bookings will be honored.
3. The Lessee assumes full responsibility for the careful and proper use of the said facilities and all equipment and furnishings therein contained (known as the “Facility”) and will make good any damage whatsoever incurred during the rental period at the discretion of the Lessor.
4. The signed rental contract is required to secure the event date requested. No event will be confirmed without the foregoing.
5. For **cancellations** of less than 7 days the full rental fee quoted will be due on day of cancellation. Cancellations of more than 7 days will not be charged and the deposit/payment will be reimbursed with the exception of the \$50.00 administration fee. Any balance owing for the rental will be due on the day of the rental.
6. The Lessee agrees to use the premises only within the hours/days of the rental as stipulated in the contract. If the grounds/buildings are not left clean and in good repair, clean up and repair costs which will include staff time and material costs, will be invoiced to the Lessee.
7. Youth programs and group/adult rentals will not occur simultaneously unless distinctly separated by location on the site. Joint usage will be at the discretion of the Lessor only.
8. The Lessee is responsible for all clients, staff, guests and invitees under this rental agreement and any breach of the rules and regulations contained in the agreement. Any and all posted rules and regulations not specified in this agreement must be abided by.
9. Rental of the facilities do not automatically include the use of equipment unless specified in the agreement.
10. Children must have adult supervision at all times.
11. No illegal substances will be tolerated on the property. Smoking is not permitted in the buildings and butts must be disposed of properly in the provided containers.
12. Persons who have consumed, or are consuming alcohol are not permitted to participate in swimming, canoeing, kayaking or any other water-based activity.
13. Fishing is not permitted.

14. Lifeguards are available for rental groups at an additional cost of \$55.00/hour per lifeguard (3 hours minimum). Staffing numbers are based on safety ratios and are determined by the Lessor. Use of the waterfront for swimming, kayaking and canoeing requires the supervision of qualified life guarding staff provided by the Lessor. No swimming, canoeing, kayaking or water-based activity is allowed without the express permission and supervision of the Lessor and/or its staff. Swimming must take place in the designated areas only. "Wading" is considered a waterfront activity and is not permissible without Lifeguard supervision provided by the Lessor's staff. Cancellation of Lifeguard staff must be 48 hours in advance. Failure to provide 48 hours notice will result in an additional charge.
15. *Carpenter only*: The basement of the Lodge and the Staff Cottage and immediate area are restricted to staff only.
16. Rental groups are to park all vehicles in the designated parking areas only. Parking is not permitted on grass areas.
17. Rented facilities may be decorated by the Rental Group, provided decorations are attached to walls using scotch tape on wood surfaces only.
18. Pets are not permitted on the property.
19. A phone is accessible for local calls. Any long distance calls made during the hours of the Lessee's rental will be invoiced to the Lessee.
20. Except if caused by the negligence of the Saint John YMCA-YWCA, its agents, employees or other persons for whom the Lessor by law is responsible, the Lessor is not liable or responsible in any way for any personal or consequential injury or any nature that may be suffered or sustained by the Lessee or an employee, client, guest or invitee or any other person who may be on the premises, or for the loss of, or damage or injury to, any property belonging to the Lessee or to its employees or to any other person while their property is on the premises. The Lessor shall not be liable for any theft suffered by the Lessee, its employees, clients, guest or invitees.
21. Saint John YMCA-YWCA shall not in any event whatsoever be liable or responsible in any way for damage to any property belonging to the Lessee, or to their employees, or any member of the lessee's organization or rental group or any other person connected thereto while such property is on the Saint John YMCA-YWCA site
22. Public Liability Insurance: the Lessee shall at their own cost and expense take out and keep in force, public liability insurance for injury, death or property damage occurring in, or arising in connection with the operation of the camp with all inclusive coverage of at least one million dollars (\$1,000,000), with recognized insurance companies reasonable to the Saint John YMCA-YWCA, and which are qualified to do business in the Province of New Brunswick and to effect such insurance. This may be waived at the sole discretion of the Saint John YMCA-YWCA.
23. The Lessee will indemnify and save harmless the Saint John YMCA-YWCA of and from all liabilities, fines, suits, claims, demands and actions of any kind or nature to which the Saint John YMCA-YWCA shall or may become liable for or suffer by reason of any breach, violation or non-performance by the Lessee of any covenant, term or provision hereof or by reason of any injury or death resulting from, or occasioned to, or suffered by any person or persons or any property by reason of any act, neglect, or default on the part of the Lessee or any of their agents or employees, visitors and/or licensees such indemnification in respect of any such breach occurring during the term of the agreement shall survive any termination of this agreement.

If you have any questions or require further information, please call Elaine MacDonald at (506) 634-4937 or email at e.macdonald@saintjohnny.com.