



**TEMPLE PASTURES
RETREAT CENTRE**

**CENTRE DE RETRAITE
TEMPLE PASTURES**

Location: 286 rue Fogarty, Gatineau, Québec J8R 3L4 (819) 643-1478

Mail to: 71 Bronson Avenue, Ottawa, Ontario K1R 6G6 (613) 233-6271 x 222

WEEKNIGHT & WEEKEND BOOKINGS

Attached to this letter are the relevant documents you will need to fill out:

- 1) **Registration Information Form**
- 2) **Third Party Liability Insurance Form**
*(If you are not purchasing insurance through the Diocese, then a photo copy of a **Certificate of Insurance** is required.)*

Please complete the **Registration Information Form**.

Enclose the **Third Party Liability Insurance Form** with appropriate premium payment **OR** a photocopy of a **Certificate of Insurance**.

Please return these forms, with applicable payments for deposits, fees and insurance premium, if applicable, to:

**Temple Pastures Bookings
71 Bronson Avenue
Ottawa ON K1R 6G6**

The document called **Room Assignment Record** is to be filled out either at or shortly after arrival at Temple Pastures and then given to the Concierge, Trudy Hammond.

If you have any questions, please phone our Bookings Registrar, Pat Bonell, at 613-233-6271 x 222 or contact her by e-mail at: pat-bonell@ottawa.anglican.ca or by fax at 613-233-5010

I hope that your stay at Temple Pastures will be a time of rest and refreshment.

Yours truly,

Archdeacon Gordon Worden
Manager, Temple Pastures

Everything renewed in Christ - Renouvellement dans le Christ

**REGISTRATION INFORMATION FORM
OVERNIGHT BOOKINGS**

Please complete both sides and return with the **Third Party Liability Insurance Form** and premium cheque or a photocopy of a **Certificate of Insurance** as applicable to your group, and your payment cheque(s).
Send to: Temple Pastures Bookings, 71 Bronson Avenue, Ottawa, ON, K1R 6G6.

Name of contact person: _____

Address: _____
Street City Province Postal Code

Phone: (home) _____ (work) _____ (fax) _____

E-mail: _____

On behalf of: _____

Programme: _____

Date(s) requested: _____

Number of participants expected: _____ Number of participants staying overnight: _____

Arrival Time of Leaders: _____ Arrival Time of Group: _____ Departure Time: _____

Overnight Bookings:

1. Accommodation fees for one person or one couple grant the use of the Community Apartment.
2. Accommodation fees for 2 to 6 people grant the use of the Uhlir Hall section with its dining/living room, kitchen, bathroom, four single bedrooms, and one double bedroom. The dining/living room is large enough for meetings and is equipped with DVD and VCR players and a TV.
3. Accommodation fees for 7 to 8 people grant the use of the Uhlir Hall Section (referred to above) and the Community Apartment.
4. Accommodation fees for 9 to 28 people grant the use of the Good Shepherd Meeting Room, the Chapel of Tranquillity/Library, and the bedrooms, bathrooms, dining room and kitchen of the two storey building. Good Shepherd is equipped with DVD and VCR players and a TV as well as a fireplace. Sleeping accommodation will be allocated dependent upon need.
5. Accommodation fees for 29 to 30 people grant the use of the Good Shepherd Meeting Room, the Chapel of Tranquillity/Library, and the bedrooms, bathrooms, dining room and kitchen of the two storey building, as well as the Community Apartment, and its kitchen and bathroom if it is available.
6. Accommodation fees for 31 to 36+ people grant the use of the entire Centre.
7. If necessary, more people can be accommodated on cots and/or couches. (Overflow cots are \$20.00 per person.)
8. The Management retains the right to allocate space dependent upon the number of persons and groups.

Extra meeting rooms can be reserved if they are available. Cost for extra meeting rooms if required:

The Community Apartment (<i>1 to 6 people</i>)	<input type="checkbox"/> day (\$75)	<input type="checkbox"/> evening (\$35)	<input type="checkbox"/> day and evening (\$100)
Uhlir Hall Meeting Room (<i>7 to 20 people</i>)	<input type="checkbox"/> day (\$110)	<input type="checkbox"/> evening (\$60)	<input type="checkbox"/> day and evening (\$135)
Good Shepherd Meeting Room (<i>21 + people</i>)	<input type="checkbox"/> day (\$200)	<input type="checkbox"/> evening (\$100)	<input type="checkbox"/> day and evening (\$250)
Chapel of St Francis (warmer months)	<input type="checkbox"/> day and evening (\$250)		

Meals: We have entered into a contract with Fitz's Catering **OR** provided by User Group

We will need to use the grounds:

- picnic
- barbeque
- walking trails
- outdoor chapel

We will need to use the following:

- television/VCR
- DVD player
- overhead projector
- screen
- CD/tape player
- flip chart

Calculation

Weekday overnight accommodation	_____	guests x	_____	nights x \$35 =	\$ _____.	
Weekend overnight accommodation	_____	guests x		\$70 =	\$ _____.	
Day visitors	_____	guests x	_____	days x \$10 =	\$ _____.	
Extra Meeting Rooms	_____	rooms x	_____	days x \$ _____ fee =	\$ _____.	
				TOTAL	\$ _____.	
Total	\$ _____.	x 25% required 60 days prior to the booking =			DEPOSIT	\$ _____.
		(or 50% for bookings within 60 days)				
				BALANCE DUE	\$ _____.	

1. Your booking is not confirmed unless this registration form, the **Third Party Liability Insurance Form** and premium cheque or a photocopy of a **Certificate of Insurance**, AND the required deposit have been received by Temple Pastures Bookings. The required non-refundable deposit of 25% must be received at least 60 days prior to your event. Without these forms and the required deposit, your booking is not confirmed and you may lose your booking to another group.
2. Bookings made less than 60 days prior to your event require a 50% non-refundable deposit, with the remainder due by the conclusion of the event.
3. Final payment must be made either to Temple Pastures Bookings prior to your event or to the Concierge by the conclusion of your event.
4. A booking for a meeting room for day use only, requires full payment at the time of the booking.
5. The weekend rate is \$70.00 which includes two nights per person and the use of the facility for the full weekend (Friday evening through Sunday).
6. Any cancellations must be reported to Temple Pastures Bookings at 613- 233-6271 x 222 at least one month in advance of the reserved date. If Temple Pastures Bookings is notified of your cancellation AND a group of similar or greater size is able to fill the booking then your deposit will be returned.

Return the forms as listed in note 1 above **AND** the non-refundable deposit to confirm the arrangements outlined above.

I enclose a deposit cheque (postdated, if necessary, to a date at least 60 days prior to the event, or 50% within 60 days) in the amount of \$ _____ . ____ . I understand that, if final payment has not been paid prior to my event, the remainder is due by cheque or cash by the conclusion of my event and is to be given to the Concierge. The deposit and balance cheques should be made out to **“Temple Pastures Retreat Centre”**.

I have read the **Guidelines for Individuals and Groups, Fire and Safety Regulations**, and the requirement for a **Group Safety Officer**, on pages 4 through 7 of the **Welcome Package**, and agree to abide by these instructions. I understand that a breach of these rules may result in being denied a future booking at Temple Pastures. I understand that we/I will be responsible for any damages beyond normal wear and tear not covered by insurance.

Date: _____ Signature: _____

**N.B. No invoice will be issued but a receipt will be given upon request.
Please keep a photocopy of the completed form for your records.**

If you have any questions, please contact Pat Bonell, our Bookings Registrar, at 613-233-6271 x 222
or by e-mail at pat-bonell@ottawa.anglican.ca or by fax at 613-233-5010.

USER GROUP PROCEDURES FOR TEMPLE PASTURES

Regardless of who provides your insurance, you will be liable for the cost of damages up to the limits of the deductible. You may wish to check on this amount with your agent.

Since the insurance policy of the Anglican Diocese of Ottawa does not cover third party liability actions and claims for individuals and groups not directly associated with events or activities of the diocese or its parishes, individuals or user groups must produce either a Certificate of Insurance before the commencement of their stay at Temple Pastures or purchase appropriate and affordable insurance coverage through the diocese.

The Diocese of Ottawa can arrange insurance coverage with Pearson-Dunn Insurance & Financial Services Inc. for you or your group. To take advantage of these low-cost rates you will need to apply through the Diocese by completing the Third Party Liability Insurance form and submitting it with your registration form and applicable fees to the Temple Pastures Bookings Registrar at the address on the form on page 17.

If your event is a competitive activity such as a sporting event, then different rates for insurance apply. In such cases contact the Bookings Registrar for these rates.

The rates are as follows:

Daytime Rental	# of Participants	Premium	
For	1 - 25	\$16.20	
For	26 - 100	\$27	
For	Weekly Meetings	10 times regular daytime premium	
For	Monthly Meetings	6 times regular daytime premium	
Overnight Rental (up to 48 hours)	# of Participants	Premium No Alcohol	Premium With Alcohol
For	1 - 25	\$27	\$108
For	26 - 100	\$54	\$189
Three Day Meetings/Events		Twice Overnight (48 hours) Premium	
Five Day Meetings/Events		Triple Overnight (48 hours) Premium	

CANCELLATION PROCEDURES:

If Facility User Cancels earlier than 2 weeks prior to start date: Full Refund

If Facility User Cancels within 2 weeks from start date: 50% Refund

If Facility User Cancels within 24 hours: No Refund



ANGLICAN DIOCESE OF OTTAWA
THIRD PARTY LIABILITY INSURANCE

USER GROUP PROCEDURES FOR TEMPLE PASTURES

PLACE: Temple Pastures Retreat & Conference Centre
286 Fogarty Road
Gatineau QC J8R 3L4

NAME OF USER GROUP: _____

TYPE OF ACTIVITY: _____

NUMBER OF PARTICIPANTS: _____

DATES OF USE: _____

PREMIUM CHARGED: _____

PREMIUM ATTACHED: _____

PERSON SUBMITTING FORM: _____
(Please print name)

SIGNATURE: _____

CONTACT TELEPHONE: _____

EMAIL ADDRESS: _____

DATE: _____

The premium cheque should be made out to “The Anglican Diocese of Ottawa”. The cheque and this form should be sent to:

Temple Pastures Bookings
71 Bronson Avenue
Ottawa ON K1R 6G6

Sleeping Accommodation

UPSTAIRS		
Twin/Triple	15	Single
Twin/Triple	14	Single
Stairs		Twin
Toilets & Shower		Twin
Bath and Showers		Twin
Twin	12	Twin
Twin	11	Twin
Twin	10	Twin

Sleeps 28 people

DOWNSTAIRS	
Kitchen, Washrooms and bath and shower	
Single	A
Single	B
Single	C
Single	D
Twin	E

**Sleeps
6 people**

<p>The Apartment Sleeps 3 – 4 people</p>

Room Assignment Record**Date:****Group:****Facilitator:**

Room #	Name(s)	Arrival Date	Leaving Date
A Single			
B Single			
C Single			
D Single			
E Twin			
1 Twin			
2 Twin			
3 Twin			
4 Twin			
5 Twin			
6 Twin			
7 Twin			
8 Single			
9 Single			
10 Twin			
11 Twin			
12 Twin			
14 Twin/Triple			
15 Twin/Triple			
Apartment			

This form must be completed and given to the concierge, Trudy Hammond, either at or shortly after your arrival.