

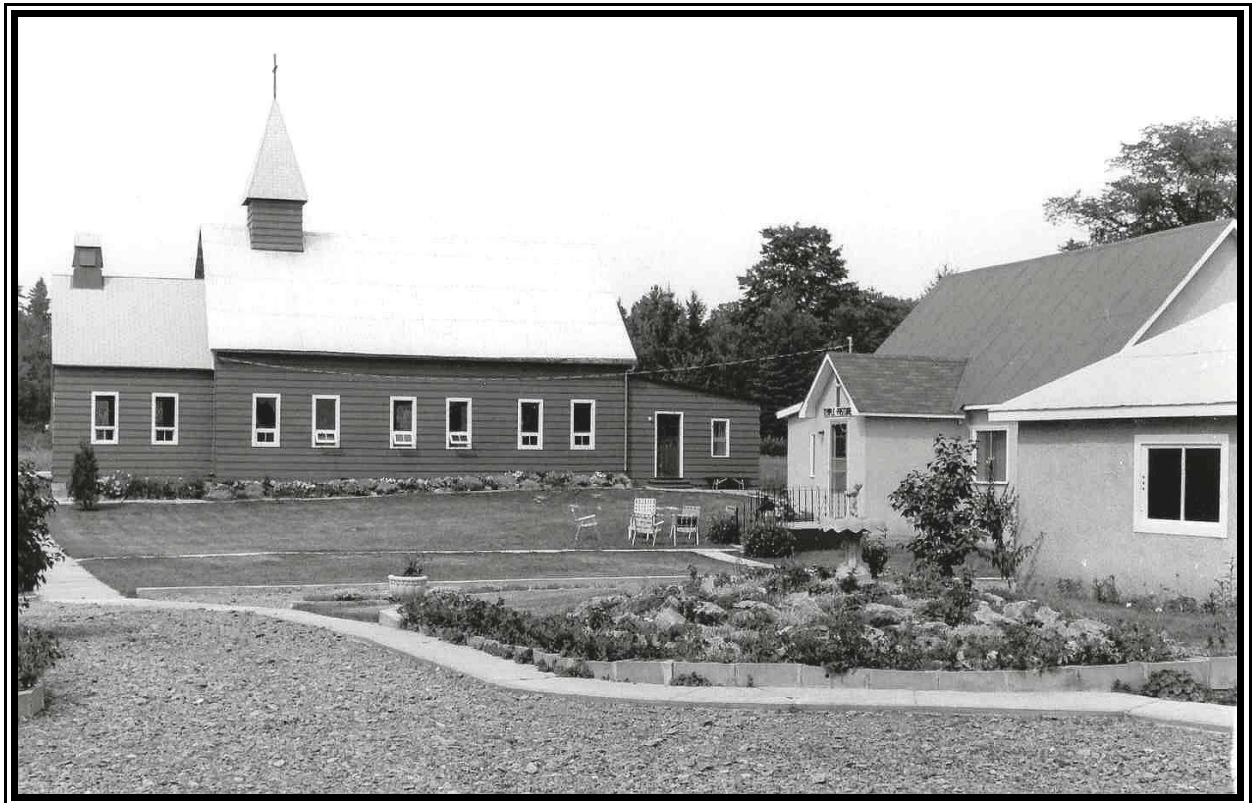
Bienvenue à — Welcome to

**Centre de Retraite
Temple Pastures
Retreat Centre**

**286 Fogarty Road,
Gatineau, QC J8R 3L4
Phone/Fax: 819-643-1478**

Website: www.ottawa.anglican.ca/tp.shtml

Please retain this booklet for your information

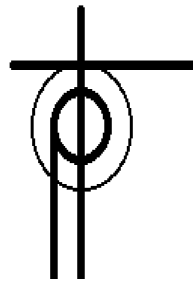


November 13, 2007

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Mission Statement



**To be a Centre based in the Gospel of Christ
that welcomes all persons
who desire to further the reign of God.**

Bishop's Message



Greetings!

I would like to take this opportunity to welcome you to Temple Pastures, the Retreat Centre of the Anglican Diocese of Ottawa. Since 1954 many have come to the Centre as a place of retreat.

Throughout history, people have sought a place apart to retreat from the normal “busyness” of life. Temple Pastures has been that place for many people.

For some, Temple Pastures has provided a self-contained apartment to rest and relax in as individuals or couples. Others have come for a time of retreat to seek a deeper understanding of themselves and to seek for the meaning of God in their lives. More recently, Temple Pastures has provided people with space for conferencing or meeting together over issues that are pertinent to their work or interest area.

The search for meaning always brings us into the realm of spirituality and Temple Pastures is an ideal setting for this with its 50 acres of fields and trees as well as the outdoor chapel and the indoor facilities.

Over the years, thousands of people have been welcomed to Temple Pastures either on their own for a time of reflection and retreat, or in a group to work with one another for a common goal or vision. These groups have included people of all ages, without concern for race, colour, gender or creed. As a result, Temple Pastures has hosted a number of faith communities, including Christians from a variety of traditions such as Anglicans, Roman Catholics, Baptists, United Church, Quakers and others. Various church groups have had retreats to plan the year ahead for their faith community.

In addition, various other groups have come to Temple Pastures, including groups for separated and divorced persons, 12 Step Programs, high school and college students and a host of others. Indeed, it is my desire that the variety of people and groups will expand in future years as we attempt to fulfil the mission of Temple Pastures to be a place that encourages people from all walks of life to enhance the reign of God for the betterment of people and Creation.

Yours in his Peace,

A handwritten signature in cursive script, reading "John H. Chapman".

The Rt Rev. John Chapman
Bishop of Ottawa

Temple Pastures - Introduction

A Ministry of the Anglican Diocese of Ottawa

Temple Pastures is a Holy Place where God renews mind, body, and spirit. Our Centre is open throughout the year to all who seek spiritual help on the way to God.

We believe that Christians need a place set aside where they can spend some time resting, seeking, discovering, being affirmed, encouraged, strengthened and refreshed so that they may exemplify Christian life in their homes, churches, communities, and occupations.

Founded in 1954 by the late Reverend Dr. Frank Uhlir, Temple Pastures is situated on 50 acres of woods and meadows in the Gatineau Hills, 20 minutes from Ottawa. The peaceful and tranquil surroundings offer opportunities for quiet reflection.

Temple Pastures Welcomes Guests

Our facilities include:

- 3 fully-equipped kitchens
- 2 dining areas
- 3 meeting rooms, 2 with pianos
- AV equipment
- 3 chapels: 2 indoors and 1 outdoors
- laundry facilities
- central showers and bath
- a tranquil *Prayer Walk* through the woods
- golf clubs, softball equipment and a volley ball court and net

Accommodations

Accommodations are in simply-appointed rooms, with most guests sharing two to a room. Some single rooms are available.

In addition to sleeping accommodations for forty people, there are eight fold-out cots and two sofa-beds available for an overflow crowd.

Your Programme

You are welcome to plan and implement your own programme to suit your group's needs.

Private Retreats can be arranged.

Dining at Temple Pastures

Catering is available from Fitz's Catering. Contact them at 613-274-0458.

You must make a separate contract with Fitz's Catering. Your booking at Temple Pastures does not guarantee Fitz's Catering's availability.

You may also choose to prepare your own meals in our fully-equipped kitchens.

Picnic tables and a barbecue are available for outdoor dining, but user groups will need to bring their own charcoal.

Guidelines for Individuals and Groups

Thank you for selecting the Temple Pastures Retreat Centre for your gathering. Temple Pastures was founded as a place of spiritual refreshment and prayer. Feel free to use the Chapels as places for quiet reflection or meditation. Take advantage of the nature walks or just sit and enjoy the outdoors.

To make your life a little easier, we'd like to let you know about the following:

Bed linen: Bed linen is provided. When participants arrive, they should be prepared to make their own beds. Our costs can be kept low by involving guests in the care and management of the facility. When participants are preparing to leave, they should stuff their used sheets inside the pillowcase and place them in the hallway outside their room.

Bed use: Guests should use only one bed per person. Any extra beds that are used will be charged at half the room rate. This allows Temple Pastures to keep the cost of cleaning to a minimum and the room rate as low as possible. Your cooperation in this would be greatly appreciated.

Office and House: We ask you to respect the privacy of the office area and the house. These spaces are not open to the public.

Towels: Participants must bring their own towels and face-cloths. The Centre does not generally provide these for guests.

Long Distance Calls: If long distance calls (other than collect calls or calling card calls) are made using the phones at Temple Pastures, the group leader will be informed of the cost when the phone bill arrives.

Meals: If you are doing your own cooking, feel free to use the stove, fridges, etc., BUT please clean up after yourself. Do not leave perishable items in the fridge when you leave.

Food: Food must be restricted to the kitchen, eating areas and meeting rooms. No meals or snacks should be consumed in the bedrooms. Temple Pastures is in the country and food crumbs can attract mice.

Keys: Keys are available for individual rooms upon request. Please ask the Concierge.

Garbage: Green garbage bags are available in the laundry room. Please securely package your garbage and leave it inside at the main entrance door.

Recycling: Recycle boxes are provided just inside the door of the main entrance from the parking lot. Please sort your glass, plastic, tin and paper recyclables into these boxes.

Furniture: Feel free to move the furniture around to suit your group's needs BUT please return them to their original positions before you leave. Try not to damage the walls or carpets.

Payment: Payment for the number of beds you have reserved or for the actual number of participants is due in full at the end of your reserved time.

Alcohol Use: If alcohol is served in the common areas, then a licence must be obtained from the SAQ by the user group. A licence can be obtained by enquiring at a local SAQ outlet, or their web site at: www.racj.gouv.qc.ca or by phoning 1-800-363-0320.

Damage: Groups are responsible for any damage to the Centre beyond “reasonable wear”. You may be refused another reservation if you do not look after the Centre. In some cases, group leaders may be held accountable for damage by a programme participant. Groups and individuals must comply with all Temple Pastures policies and adhere to Federal, Provincial and Municipal laws and regulations. Failure to do so may result in the immediate loss of privileges and eviction.

Other Groups: If there are other individuals or groups using the Centre during your stay, please make every effort to respect the style of their event or retreat.

Pets: Pets are not permitted on the premises during one’s stay. Working or “service” animals needed by the owner for their comfort, safety or well being are permitted. For instance, this would include guide dogs for the blind.

Contact Telephone: A phone to contact members of your group is supplied by Temple Pastures. Please advise your group members that the phone number is 819-643-1478.

Feel free to copy and circulate these Guidelines for participants.

Fire and Safety Regulations

- Temple Pastures Retreat Centre is a completely smoke-free environment and therefore no smoking is allowed inside any of the buildings. We insist that you respect this for the comfort and safety of other guests.
- The Gatineau Fire Department needs to know who is occupying each bedroom in the event of a fire. Therefore it is necessary that the Room Assignment Record be filled in and handed to the Concierge. It can be found on page 19 and is also contained in the registration inserts.
- There is a fireplace in Good Shepherd Hall which is in excellent working order. We ask groups to use this fireplace instead of having an exterior campfire. Only commercial fire logs should be burned in the fireplace. They are available for purchase. If you are unfamiliar with how to use the fireplace, ask the Concierge for instructions.
- Candles can only be burned for ritual and ceremonial purposes and should never be left unattended. Please use the candle stick holders provided in the chapels and the votive candle holders provided by the Concierge. Tea light candles can be purchased from the Concierge for the votive candle holders.
- No exterior burning is allowed at Temple Pastures. This means no cook-fires, no campfires, and no bonfires. Charcoal and gas barbeques are allowed. We have a charcoal barbeque but user groups will need to bring their own charcoal.
- Temple Pastures is within the City of Gatineau. Gatineau does not grant campfire permits unless they are for very large special events.

This policy must be strictly followed. If a retreat group had a campfire at Temple Pastures and a single spark from that fire ignited a grass fire or a forest fire, the City of Gatineau would charge the equipment and employee expense for fighting that fire to Temple Pastures. Since the group would be in direct violation of Temple Pastures policy, these expenses would be charged to the group. The Fire Marshall has stated that the cost could go into the tens of thousands of dollars.

A group violating this policy will be liable, individually and severally, for all costs incurred as a result of their fire. In the case of an unincorporated group, the group leader may be found to be personally liable.

Group Safety Officer

A Group Safety Officer is required. The Officer will be responsible for the security of the building during your retreat.

This person will be responsible for fire safety. As you know, Temple Pastures is a non-smoking facility. In addition, cooking and use of the fireplace are potential fire hazards that must be monitored.

Group Leaders and appointed Group Safety Officers are to acquaint themselves with the proper and safe use of the fireplace in Good Shepherd Hall prior to use. Improper use of the fireplace and the damper cause the fire alarm system to be activated. The Concierge will be pleased to explain the operation of the fireplace and damper to the Leader and the Group Safety Officer.

In the event of the fire alarm system being activated, everyone must leave the building and proceed to the parking lot and gather by the large telephone pole at the south edge of the parking lot. It is the responsibility of the leader and the appointed Group Safety Officer to count all present to ensure that no one remains in the building. If the Fire Department arrives the Concierge, the Security Tenant for Temple Pastures, the Group Safety Officer and the Leader are to liaise with the Fire Department. In the event that the fire department arrives in response to the fire alarm due to improper use, this cost will be borne by those in residence at the time or their insurance carrier.

All guests should pay special attention to the fire and safety regulations (pages 6 and7) which are also posted on the Temple Pastures notice board.

For residential retreats, the Fire Inspector has recommended that a chart be kept to identify which bedrooms are occupied. In the case of a fire, this would aid the firefighters in making sure that everyone has exited safely. The *Room Assignment Record* can be found on page 19 and is included in the registration insert. Please complete the *Room Assignment Record* and give to the Concierge either at or shortly after your arrival.

There are first aid kits in the kitchens and fire extinguishers throughout the building. Safety Officers should familiarize themselves with their locations.

It is important to be mindful of locking exterior doors whenever the group is in session. It has been reported to us that at other retreat centres, thieves have entered the building and removed valuables from the bedrooms. We would not want this to happen to you. You are responsible for your own personal property.

Temple Pastures is a "Scent-Free" facility. Because of the sensitivity of some people to perfumes, colognes, after shave lotions and other scented products, guests are respectfully asked to refrain from using such products during their stay.

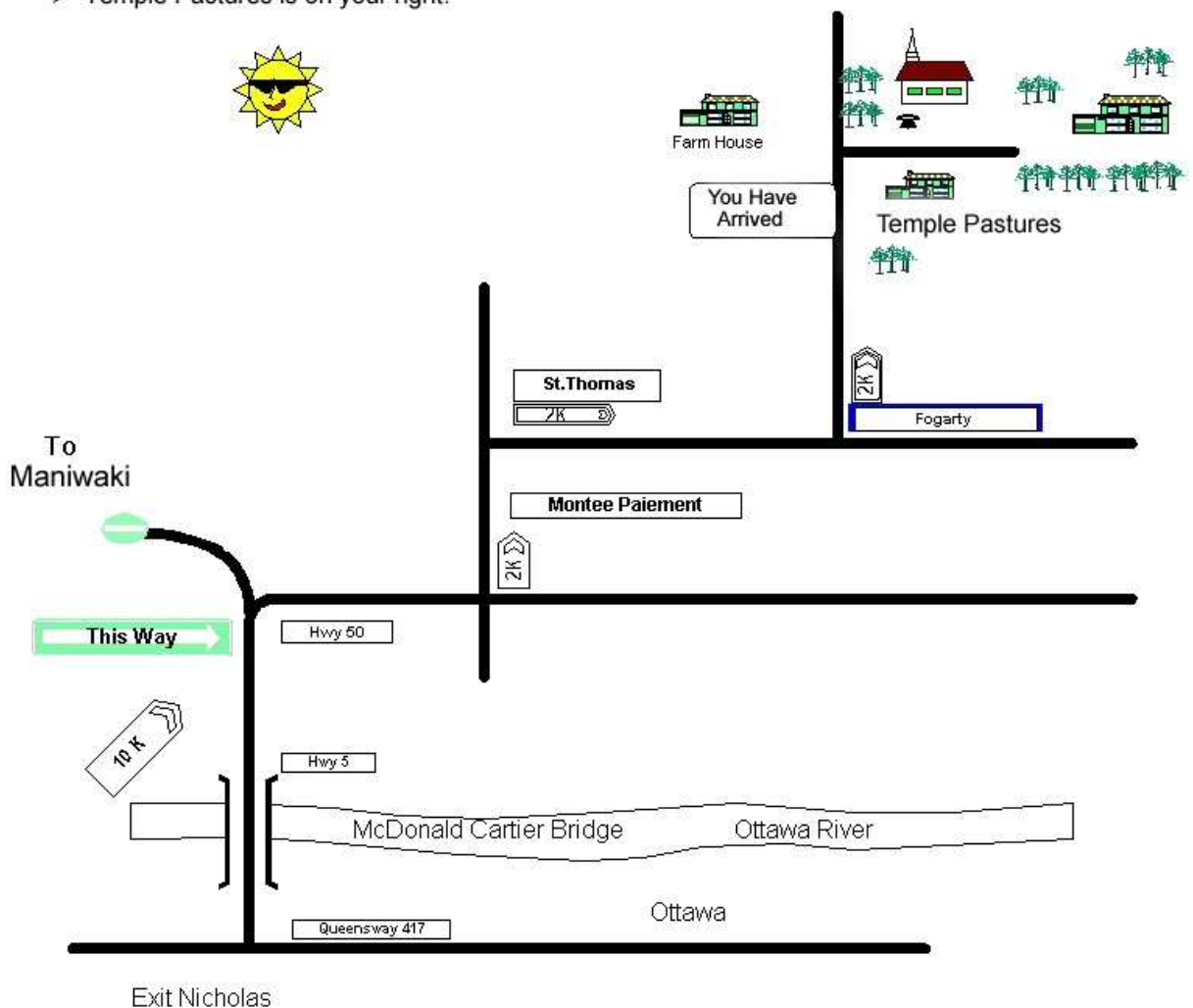
Directions to Temple Pastures

Temple Pastures

(819) 643-1478

Directions:

- Temple pastures is only 20 minutes from downtown Ottawa
- Take Highway 50 towards Gatineau / Montreal from Hull
- Travel approximately 10K and exit at Montee Paiement
- Turn left (North) on Montee Paiement
- Travel approximately 2K
- Turn right on St. Thomas
- Travel approximately 2K
- Turn left on Fogarty
- Travel approximately 2K
- Temple Pastures is on your right!



**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 (see information and form pages 16 and 17), 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** 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.

NB

1. In the case of two groups using Temple Pastures at the same time, the first group who confirms their booking will receive their choice of meeting room based on the size of their group.
2. If a group desires extra meeting rooms, they can be added at the prices indicated if other bookings allow.

Return this registration form with:

1. the **Third Party Liability Insurance Form** with appropriate payment or a photocopy of a **Certificate of Insurance**, and
2. your payment to confirm the arrangements outlined above.

Keep a photocopy of this completed form for your records.

Without this registration form, the applicable insurance forms and payment, your booking is not confirmed and you may lose your booking to another group.

Any cancellations must be reported to Temple Pastures Bookings at 613-233-6271 x 222 one month in advance of the reserved time. Your payment will not be returned to you unless a booking of similar or greater size is found.

I enclose a deposit cheque (post dated, if necessary, to a date at least 60 days prior to the event) in the amount of \$ _____ . ____ . I understand that the remainder is due by cheque or cash by the conclusion of my event.

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 completed copy of this form for your records.**

Return this page and your cheque to:

Temple Pastures Bookings
71 Bronson Avenue
Ottawa ON K1R 6G6

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

**REGISTRATION INFORMATION FORM
WEDDING PARTY 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 (see information and form pages 16 and 17), 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: _____

Date(s) requested: _____

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

Arrival Time: _____ Departure Time: _____

Do your caterers/decorators need to be in in advance? no yes day: _____ time: _____

Wedding Party Bookings.

- All non-Anglican weddings are to be conducted in compliance with the Quebec Civil Code. Weddings that require the services of an Anglican priest are to be conducted under the guidance, direction, and jurisdiction of the Incumbent of the Anglican Parish of St George’s, Gatineau who can be reached at 819-663-1816.
- Food for your wedding reception can be prepared by Fitz’s Catering. Arrangements with Fitz’s Catering can be made by contacting 613-274-0458, or you can engage a caterer of your choice.
- There are three different plans to choose from that are listed below.
- If alcohol is served, then a licence must be obtained from the SAQ. A licence can be obtained by enquiring at a local SAQ outlet, or their web site at www.racj.gouv.qc.ca or by phoning 1-800-363-0320.

Plan 1 Daytime Booking – Use of the church only: \$250.00

- a) This would include the rehearsal on the night before the wedding,
- b) Access to the church to decorate in the afternoon/evening of the day before the wedding,
- c) Access to the church throughout the wedding day and the use of two washrooms in Uhlir Hall on the day before and the day.

Plan 2 Daytime Booking – Use of the church and Uhlir Hall: \$400.00

- a) This would include the rehearsal on the night before the wedding,
- b) Access to the church to decorate in the afternoon/evening of the day before the wedding,
- c) Access to the church throughout the wedding day and the use of two washrooms in Uhlir Hall on the day before and the day.
- d) The use of Uhlir Hall for a reception until 1:00 a.m. of the day following the wedding.

Plan 3 Weekend Booking:

- a) **Between June 15 and Labour Day**, wedding parties can be accommodated during the weekends at a special rate of \$35 per person per night. You can hold your rehearsal dinner or reception in one of our two meeting rooms and the guests could stay over for the next day. Up to 40 guests can be accommodated. A cleaning charge of \$150.00 will be applied for this special weekend rate.
- b) **Between Labour Day and June 15**, the normal weekend rate of \$70 per guest will be applied with no extra cleaning charge.

Calculation

Daytime Booking:	Plan 1	\$ 250.00
Payment required in full at the time of booking for Plans 1 and 2 Please circle or highlight which Plan you are choosing.	Plan 2	\$ 400.00
Weekend Booking:	Plan 3	
June 15 to Labour Day _____ guests x _____ night(s) x \$35		\$ _____
	Cleaning charge	\$ 150.00
<u>OR</u>	TOTAL	\$ _____
Labour Day to June 15 _____ guests x \$70		\$ _____
Deposit required 60 days prior to the wedding.	25% =	\$ _____
Balance due by the time of the wedding.	BALANCE	\$ _____

The deposit and balance cheques should be made out to “Temple Pastures Retreat Centre”.

Meals: We have booked the Temple Pastures’ caterer **OR** to be provided by the Wedding Party

Return this completed registration form, the **Third Party Liability Insurance Form** and premium cheque or a photocopy of a **Certificate of Insurance** as applicable to your group (see information and form pages 16 and 17), and the non-refundable deposit or full payment to confirm the arrangements outlined above. Keep a photocopy of the completed registration form for your records.

Without this registration form, the **Third Part Liability Insurance Form** or a photocopy of a **Certificate of Insurance** and the deposit or full payment, your booking is not confirmed and you may lose your booking to another group.

Any cancellations must be reported to Temple Pastures Bookings at 613-233-6271 x 222 one month in advance of the reserved time. Your deposit will not be returned to you unless a group of similar or greater size is found to replace your event.

I enclose a deposit cheque (post dated, if necessary, to a date at least 60 days prior to the event) in the amount of \$ _____. I understand that the remainder is due by cheque or cash by the conclusion of my event. If not paid earlier, it is to be given to the Concierge by the completion of my event.

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 completed copy of this form for your records.**

Return this page and your cheque(s) to:

Temple Pastures Bookings
71 Bronson Avenue
Ottawa ON K1R 6G6

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

**ANGLICAN DIOCESE OF OTTAWA
THIRD PARTY LIABILITY INSURANCE**

(not required from parishes and ministries of the Anglican Diocese of Ottawa)

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		
15 Twin/Triple		9 Single
14 Twin/Triple		8 Single
Stairs		7 Twin
Toilets & Shower		6 Twin
Bath and Showers		5 Twin
12 Twin		4 Twin
11 Twin		3 Twin
10 Twin		2 Twin
10 Twin		1 Twin

Sleeps 28 people

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

**Sleeps
6 people**

**The Apartment
Sleeps 3 – 4 people**

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.