



**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

DAY BOOKINGS
(Monday to Friday only)

Attached to this letter are the relevant documents you will need to fill out for making a daytime booking :

- 1) **Registration Information Form**
- 2) **Third Party Liability Insurance Form**
*(If you do not purchase liability insurance through the Diocese, 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**

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
DAY BOOKINGS (Monday to Friday only)**

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 for 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: _____

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

Meeting rooms required: *(Please note number of persons per room)*

- | | | | |
|---|--------------------------------------|--|--|
| 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 +)</i> | <input type="checkbox"/> day (\$200) | <input type="checkbox"/> evening (\$100) | <input type="checkbox"/> day and evening (\$250) |
| Chapel of St Francis <i>(warmer months)</i> | <input type="checkbox"/> day (\$150) | <input type="checkbox"/> evening (\$60) | <input type="checkbox"/> day and evening (\$175) |

Calculation

Meeting Rooms _____ rooms x _____ days x \$_____ fee = \$_____.

The cheque should be made out to “Temple Pastures Retreat Centre”.

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
- overhead projector
- screen
- CD/tape player
- flip chart

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 premium 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 (postdated, 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: _____

NB No invoice will be issued but a receipt can be requested.

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, the 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 .

**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 to the address on the enclosed form.

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
Three Day Meetings/Events		Twice the daily Premium
Five Day Meetings/Events		Triple the daily 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