



P.O. Box 39  
 Cremona, AB,  
 Canada. T0M 0R0  
 403-637-2766 (Phone)  
 403-637-2765 (fax)  
 guestgroups@riversedgecamp.org

**LEADERSHIP TEAM**

**Team Leader**  
 Harold Cooper

**Program**  
 Fiona Hensley

**Hospitality**  
 Christy Penner

**Administration**  
 Hilde Spence

**Guest Groups**  
 Helen Thompson

**Site Development**  
 Jeff McIntosh

Dear River's Edge Guest Group,

In our efforts to serve you better we have put together a general list of all the things we need to know or receive before your group arrives. If you could go through the list and ensure that each of these has been taken care of that would be great! You can fax or e-mail any documentation or call the camp for further information.

- Guest Group Manual Read**  
 - <http://www.riversedgecamp.org/bookings/index.html>
  - Completed Contract Sent In (By Due Date on Contract)**
  - Deposit Sent In (By Due Date on Contract)**  
 - Due to the increased popularity of our facility we are asking that all groups commit to their booking dates with a deposit within 30 days of contract. (Extensions can be arranged for groups booking dates 6 months away or greater.) **(Booking is not guaranteed till full deposit received.)**
  - Schedule for your Event Sent In (28 Days Before Event)**  
 - We would ask that you make Breakfast 8:30AM, Lunch 12:30PM, Supper 5:30PM and Evening Snack at 9:00PM. Also, please include when you would like your chosen activities.
  - Activity Requests Sent In (28 Days Before Event)**  
 Year Round Choice of:
    - Fire Pit/Fort
    - Initiative Games
    - Café
    - Tuck Shop
    - Gym
    - \*Wall Climbing
 Seasonal Options
    - Archery
    - Riflery
    - Tobogganing/Slip 'N' Slide
    - \*Low Ropes
    - \*High Ropes
    - \*Paintball (Additional Fee As Per Contract)
    - \*Horseback Riding (Additional Fee As Per Contract)
- \*Activity Waivers Required
- Waivers can be downloaded from our website at <http://www.riversedgecamp.org/bookings/index.html> links on the left hand side of the page.
- Insurance Indemnity Agreement (28 Days Prior)**  
 - Indemnity Agreement can be downloaded from our website at <http://www.riversedgecamp.org/bookings/index.html> links on the left hand side of the page.
  - Report any Participants Allergies or Dietary Needs (7 Days Prior to Event)**  
 - Including names of guests with each allergy.
  - Number of Participants Age 0-4, Age 5-9 & Adults (Age 10+). (7 Days Before Event)**  
 - Regardless of attendance, you will be responsible for payment of the minimum numbers on the contract.  
 - Also, any additional guests over the contract minimum confirmed 7 days prior to event or in attendance at the event will be charged at the contracted rate.
  - Guest list provided to River's Edge on Arrival**  
 - In case of Emergency we need it for roll call

Thank-you for your cooperation with regards to getting us this information. We look forward to hosting your group.

Site maps, building layouts, accommodations information, Guest Group Manual, and virtual tour of the site can all be found on our website at [www.riversedgecamp.org](http://www.riversedgecamp.org).

If you have any questions regarding the status of your booking please feel free to call or e-mail me.

God Bless and have a great day!

Sincerely,

*Helen Thompson*

Guest Group Coordinator



[www.riversedgecamp.org](http://www.riversedgecamp.org)

*"A natural setting for a supernatural experience!"*