

SCA Blueberry Ministry Centre

SCA Blueberry Ministry Centre offers complete year round conference, meeting or seminar facilities. SCA Blueberry provides the opportunity to enjoy its wholesome, outdoor environment. Located on approximately 20 acres of beautiful wilderness property near the Blueberry River, our facilities accommodate groups of 10 - 125 people depending on the season. The log lodge has been winterized for year round use.

DEPOSITS REQUIRED – *Must be dated for 30 days before your event.*

\$400.00 Damage/Cleaning Deposit must accompany completed rental paperwork

*****Booked Dates **NOT Guaranteed** until deposit received*****

FEE STRUCTURE

\$40.00 per person per 24 hours - accommodation & facilities

\$500.00 per 24 hours for groups 13 or more – accommodation & facilities

\$15.00 per person day use only – no overnight accommodation

EQUIPMENT RENTAL (per event / weekend)

This equipment must be requested at booking, and will require our staff to spend time training someone from your group – preferably someone with techno experience/interests! ☺

\$100.00 Sound System

\$75.00 Projector – provide your own computer

ACCOMMODATIONS:

Cabins: 10 cabins, for late spring, summer and fall use
8-10 people per cabin

Log Lodge: 10 rooms, year round
1-3 people per room (2 rooms have double beds and 8 rooms have 2 or 3 single beds)

Maximum capacity is 24 people in bedrooms on 3rd floor

Extra mattresses are available to put on the floor in the games room

CANCELLATION POLICY

If canceling more than 30 days before event, your full deposit will be returned. Cancellations made 29 days before event will result in 50% of deposit being retained.

PAYMENT

Deposit will be applied before event and balance owing is due before or upon arrival for your event. A finance charge of 1% per month (12% per annum) will be applied to balance owing after 30 days.

FOOD SERVICES

If meal service is requested, the menus will be designed by a BMC Caterer in consultation with your group. It is the organizer's responsibility to report any food allergies. The well water is tested and drinkable; however you may prefer to bring your own drinking water.

If you provide your own meals, your caterer must follow the BMC guidelines included in this package.

MEALS

If catering through the Ministry Centre is requested the meal prices are as follows:

Breakfast	\$9.00 per person	Ages 12+	\$4.50 per person	Ages 6-11
Lunch	\$10.00 per person	12+	\$5.00 per person	6-11
Supper	\$13.00 per person	12+	\$6.50 per person	6-11
Snacks	\$3.00 per person	12+	\$1.50 per person	6-11

REGISTRATION/CHECK OUT

During your group's function your group's registrar must maintain a list of all guests. It is your responsibility to see that the instructions posted in each room are followed concerning windows, room heaters and clean up.

EQUIPMENT INCLUDED IN RENTAL PRICE

10 - 8' white top Tables

12- 6' plastic top tables

A few 8' wooden tables,

60 Chairs and 20 wooden benches

Audio Visual Equipment:

-27" TV

-DVD player

-Overhead projector & pens

INSURANCE:

Each group is responsible to provide at least \$2,000,000 General Liability insurance coverage for the event or activity and such "certificate" must clearly indicate SCA Blueberry Ministry Centre & Bible Camp and SCA International as an additional insured and send proof of coverage 1 week before event. The MC does not provide a first aid attendant and Fort St. John hospital is about an hour away. Blueberry Ministry Centre will not assume responsibility in any way for accident, injury, illness, or loss of personal effects of the group.

LOST AND FOUND:

The MC can assume no responsibility for lost items; however, we will hold all found items for a period of two weeks before donating unclaimed items to charity.

Lodge clean-up Expectations for Rental Groups

1. Empty all garbage containers into conservative number of garbage bags. Extra garbage bags are in the pantry. Garbage bags should be placed in outdoor dumpster by camp entrance.
2. Bedrooms left tidy. **Sheets – NOT** Mattress covers - stripped off beds and put in pile in hallway. **Please read instructions posted in each bedroom**
3. Dining Hall and Main Hall dust mopped. Stairs to basement swept.
4. Empty coffee pot and grounds and unplug coffee maker
5. Tables left as found, after wiping with bleach solution
6. Non-BMC caterer must follow instructions included in this package

Bleach solution – 1oz bleach per gallon of water

SCA Blueberry Ministry Center

Purpose

Blueberry Ministry Centre is a ministry of SCA International, a non-denominational mission organization. Blueberry Ministry Centre is operated on a non-profit basis by local Ministry Centre Staff and SCA International. The facilities of the camp have been developed by the voluntary gifts and labours of many people interested in sharing the Good News found in God's Word, the Bible.

Code of Conduct

The following code of conduct must be observed by groups renting Blueberry Ministry Centre:

1. Each group must have their own staff, such as director, registrar, first aid attendant and supplies.
2. Each group must provide their own supervision. At least one competent adult must be housed in each cabin and an adult must supervise each program area.
3. All vehicles must be parked only in designated parking area.
4. The contact person for the group (as indicated on the application form) must be on site for the duration of the booking period, and is the individual responsible for the group's activities.
5. Smoking is not permitted in any building. Proper disposal of smoking materials in outdoor smoking areas is required.
6. Please do not bring firearms, alcoholic beverages or illegal drugs onto the BMC property.
7. Each person of the group is to be aware that the practice of immoral conduct, profanity or unsafe behavior may jeopardize your rental.
8. All damage is to be reported to MC Director immediately. If damage to the property occurs beyond normal wear, the group is responsible to reimburse BMC for the cost.

Application for Rental of SCA Blueberry Ministry Centre Facilities

Name of group _____

Contact Person: _____ Phone# _____
(In attendance for duration of rental period)

Address _____

Postal Code _____

Dates Requested

Arrival _____ Departure _____
(Date & Time) (Date & Time)

Number of guests expected: _____ **MUST CONFIRM 5 DAYS BEFORE EVENT.**

If your group needs early set up, please indicate set-up day & time _____
Early setup may be requested, but due to the facility use, may not be possible and will be a \$100.00 charge

Please check the facilities/equipment you are requesting:

____ Cabins ~ indicate how many _____ (late spring, summer or fall only)

____ Rooms in lodge ~ indicate how many _____

Catering _____ Sound System _____ Projector _____

Please fill in all areas of the application, sign the rental agreement attached, include your deposit (make cheque payable to **Blueberry Ministry Centre**) and mail to:

SCA Blueberry Ministry Centre Box 6434 Fort St. John BC V1J 4H8

Rental Agreement

By my signature below, and on behalf of the rental group, I agree to the following:

- ❖ I have read and understood all guidelines contained in this Rental Brochure. I agree to inform all members of our group of said guidelines. I understand that it is our responsibility to provide a Certificate of Liability Insurance confirming not less than \$2,000,000 General Liability coverage and name SCA Blueberry Ministry Centre & Bible Camp and SCA International as additional insureds. This Certificate of Insurance will be provided to SCA Blueberry Ministry Centre & Bible Camp no less than one week prior to the start of our rental (Fax 1-866-778-6805). I acknowledge that the rental group is responsible for compliance with all applicable laws and government regulations. On behalf of our group, I further release, hold harmless and agree to indemnify SCA Blueberry Ministry Centre & Bible Camp and SCA International, its staff, agents, management and Board, from any actions against them because of injury or damage to persons or property.

- ❖ That I understand the purpose of BMC as set forth in previous pages and confirm the purpose of our organization is not in conflict with SCA Blueberry Ministry Centre & Bible Camp's purpose.

- ❖ **If paying the per person charge, I will be charged for the number in attendance or the number confirmed 5 days before event, whichever is greater** Confirmation may be phoned in to BMC 250-630-2321

- ❖ **If catering is included, I will be charged for the number in attendance or the number confirmed with Caterer 5 days in advance, whichever is greater**

- ❖ That I will make arrangements for the group to reimburse SCA Blueberry Ministry Centre for any damage to buildings and/or equipment, beyond normal wear as determined by BMC Director. If equipment is lost, I will arrange for the rental group to pay the cost of replacement.

Signature on behalf of Rental Group _____

Name of group represented _____

Date of this application _____

Protocols for Non-BMC Caterer

- ❶ BMC requires all groups to have one Food Safe Certified cook in the kitchen during meal prep, serving and clean-up. We have a Northern Health Authority inspected facility and expect this to be followed without exception.
- ❷ ****NO DEEP FRYING OF ANY KIND IS PERMITTED IN THE BMC KITCHEN****
- ❸ *Water is from a well and is tested and considered potable, however you may wish to bring your own drinking water.*
- ❹ Food Safe procedure and protocols including BMC site specific ones posted are expected to be followed. Instructions for equipment in the kitchen along with cleaning instructions are in the binder pointed out on check-in.
- ❺ Closed toe sturdy shoes with non-slip soles should be worn, hair should be pulled back and covered
- ❻ *The aprons, towels, rags etc are provided for your use; please put the dirty laundry in the hamper provided.*
- ❼ Despite our best fix to this point, the fire alarm may go off when opening a hot oven. Go to the panel in the nook, press 'Silence alarm' and it will quit. Unfortunately you cannot do this until the alarm goes off. REMEMBER TO TURN THE ALARM BACK ON WHEN COOKING IS COMPLETE
- ❽ *Each group is expected to provide their own supplies such as coffee, tea, stir sticks, milk, general food items. The one exception at this time is sugar for coffee/tea. There is a large supply of packets located in the coffee cabinet you are free to use.*
- ❾ Built into the rental fee is the assumption the caterer may use small amounts of spices, seasonings or cup of flour/sugar. Any amounts beyond this should be brought by the group. Please add to the posted grocery list any items you find getting low – salt, spices, etc
- ❿ *Paper towel for both types of holders along with garbage bags for the various containers are located in the nook.*
- ⓫ The caterer is expected to clean and put away any appliances or dishes used. All food and utensils brought onto the facility must be removed at the conclusion of the event.
- ⓬ *Place all garbage and recyclables into proper containers and at the conclusion of the event, empty all garbage and put bags in outside dumpster*
- ⓭ Empty coffee pot and grounds and unplug coffee maker
- ⓮ *Turn both the dishwasher and the blue tap under the sink off when you are finished the last dishes of the weekend/event*
- ⓯ Pots and pans may be washed in the pot sink and do not need to go through the dishwasher
- ⓰ Sweep and mop floor

**Please Leave the
kitchen the way
you would like to
find it.**

