



**Ness Lake  
Bible Camp**  
and Conference Centre

## RENTAL APPLICATION PACKAGE

Ness Lake Bible Camp & Conference Center offers complete year round facilities on 80 acres of beautiful wilderness property bordering tranquil Ness Lake, 35 minutes from downtown Prince George. The staff at NLBC can help make your next seminar or conference a success, whether you stay for several hours or several days! **Teachers** use our setting for outdoor education experiences, student council retreats, or for PE classes. **Business leaders** use Ness Lake as the perfect getaway to help provide a distraction free environment for meetings. Many groups choose our facility as the venue for their own camping programs or picnics. **Families** will find Ness Lake Bible Camp to be a perfect place for reunions. NLBC has provided adults and children with the opportunity to enjoy the peace and tranquility of one of the central interior's most beautiful properties since 1953. We can accommodate groups up to 250, and will cater for groups of 25-250 people.

### MISSION STATEMENT

*To glorify God  
By making Jesus Christ known by word and deed  
Through camping and conference programs.*

Ness Lake Bible Camp and Conference Centre is owned by the CSSM Ministries, a non-profit interdenominational Christian mission organization. A local Board of volunteer Directors operates the camp. Each summer over 1,600 campers participate in our programs, and over 90 groups rent the facility during the 'off-season'.

### STAFF & VOLUNTEERS

The Property Staff is made up of **Paul Bailey** (Executive Director), **Steve Wilson** (Camp Director), **Rod Unger** (Maintenance Superintendent), **Dave Horton** (Program Director), **Rebecca Stauffer** (Food Services Manager) and **Jenny Cloarec** (Guest Services Manager). The facilities of the camp have been developed by the voluntary gifts and labors of hundreds of people interested in sharing the Good News of Jesus Christ. We hope you will enjoy our staff throughout your stay!

### CONTACT INFORMATION

**Ness Lake Bible Camp**  
23705 Camp Rd, Prince George, BC, V2K 5M1  
Guest Services: 250-967-4163  
[nlbc\\_guest\\_services@telus.net](mailto:nlbc_guest_services@telus.net)  
Town Office: 250612-4673  
Camp: 250-967-4248  
Fax: 250-612-4620

## CODE OF CONDUCT

**Groups renting Ness Lake Bible Camp must agree to observe the following Code of Conduct:**

1. **Instruction:** Organizations using Ness Lake Bible Camp and Conference Center will allow a representative from the camp to bring official greetings and instructions regarding the use of the facilities and an explanation of the purpose of the camp at the first mealtime or upon arrival.
2. **Emergency Guest List:** In the event of an emergency we ask that the group leader provide an accurate guest list upon arrival at camp. This should include **all** guests on site and their housing designation, if staying overnight (Founders, Cabin # etc.).
3. **Group Staff:** Each group must provide their own staff (director, registrar, first aid attendant, lifeguard, etc.) and program supplies.
4. **Supervision:** At least one **competent adult supervisor** must be housed in each cabin. Each group must provide their own qualified adult supervision to support NLBC staff at each program area (waterfront, canoeing, kayaking, jungle swing, zip line, gym, etc.). All boaters must wear life jackets. All swimming requires a lifeguard.
5. **Parking:** All vehicles must be parked in designated parking areas to facilitate emergency access.
6. **Cabin designation:** Unmarried male and female guests will be assigned separate sleeping accommodations. Female cabins are off limits to males & vice versa except for family members during Family Camps.
7. **Contact Person:** (as indicated on the application form): Must be on site for the duration of the booking period. This individual must inform their group (prior to arrival) of the camp's Code of Conduct. The contact person is responsible for the groups' actions.
8. **Smoking:** Smoking is **NOT** permitted in any buildings and is **prohibited to anyone under 18**. Proper disposal of smoking materials in outdoor smoking areas is required.
9. **Prohibited:** The following are **NOT** permitted anywhere on the premises:
  - ❖ Alcoholic beverages
  - ❖ Illegal drug products
  - ❖ Loud music
  - ❖ Pets
  - ❖ Pornographic materials
  - ❖ Social dancing
10. **Motorized Vehicles:** Use of motorized vehicles (motor cycles, ATV's, snowmobiles, etc.) is permitted by prior permission only and must be used in designated areas only.
11. **Moral Conduct:** Each person of the group is to be aware that immoral conduct, profanity, or unsafe behavior, as determined by the Ness Lake Bible Camp staff, will result in the immediate dismissal of the individual and/or the termination of the group's Rental Agreement. The group will be requested to vacate the premises immediately. No refund will be issued.
12. **Environment:** Damage to the natural environment (peeling trees, cutting saplings, etc.), is not permitted.
13. **Property:** If damage to the property occurs beyond normal wear, the group is responsible to reimburse NLBC for all costs, as determined by NLBC staff and Board. All damage is to be reported to the Maintenance Superintendent immediately.
14. **Food:** Any food brought in by the guest group is not permitted in NLBC's cooler or freezer. Please make arrangements to store this food in a fridge in your rented facilities (the Founders' or Waterfront Lodge) or in a cooler.
15. **QUIET TIME:** 11:00 pm

All Buildings used must be swept clean, the garbage disposed of in exterior garbage containers, and the lights turned off prior to check out. Thank you!

## **OTHER INFORMATION**

### **FOOD SERVICE**

Our professional staff will prepare and serve hearty, nutritious meals to you throughout your stay. Food will be served either buffet style or family style at the discretion of the Food Service Manager. Group packages include food preparation and cleanup service; however groups are responsible to clear their own tables immediately following meals.

### **DINING HALL RULES**

Please ensure that your group is on time for all meals. Public Health regulations require that shirts and shoes are to be worn at all times in the Dining Hall. Wet clothing and bathing suits are not to be worn in the dining hall, and we would ask that guests behave respectfully during meals. We would request that guests take conservative first helpings and go back for seconds after they finish avoiding food waste.

### **REGISTRATION/CHECK OUT**

Groups must confirm final number of guests with the Guest Services Manager ten (10) days before arrival. During your group's function, your group's registrar must register all guests. The standard check out time is **2:00 pm**; however alternate arrangements may be made at the time of booking.

### **LOST & FOUND**

The camp can assume no responsibility for lost items; however, we will hold all found items for a period of four (4) weeks before donating unclaimed items to charity.

### **PHONE**

For the convenience of guests, a pay phone is available in the lower dining hall. The pay phone number is 250-967-4406. This number can be used for non-emergency calls to guests.

### **DOUBLE BOOKINGS**

We reserve the right to double book groups for maximum use of the facilities. Groups of 50 people or more will have exclusive use of the camp (except use of the Founders Cottage).

### **FIRES**

Fires can be dangerous! Please make fires only in the designated areas. Extreme conditions may result in partial or total fire bans at the discretion of the Fire Chief or Camp Director.

### **OUT OF BOUNDS**

Areas that are not available to guests include the maintenance shop, Camp Office, and staff residences and their yards (the Gate House and the Lake House). Thank you for respecting the homes of our permanent staff!

## LOCAL ATTRACTIONS

1. **Esker's Provincial Park**, A 10-minute drive from camp.
2. **Ness Wood Golf Course**. Please call 250-967-4868 or 1-888-983-WOOD.
3. **The Wild Lands of The North**. Acres of crown land with a rich diversity of plant life and many species of wildlife surrounding camp. This area is a glacial esker ecosystem with over 60 small lakes within a 4 km radius.

## ACCOMMODATIONS & FACILITIES

(Please contact: [nlbc\\_guest\\_services@telus.net](mailto:nlbc_guest_services@telus.net) for information regarding rates and availability)

### Founders Cottage:

- The Founders Cottage is Ness Lake Bible Camp's premier rental facility and provides a level of luxury unparalleled at camp. This 5,000 square foot facility is designed for small group meetings and retreats.
- The Great Room (approximately 900 sq ft) features leather couches, a river rock gas fireplace, a gorgeous 20' high vaulted ceiling, and a wall of windows overlooking Ness Lake.
- The spacious bedrooms offer privacy and comfort. One bedroom features a gas fireplace, two bedrooms have ensuite bathrooms, and the remaining bedrooms share washroom facilities adjacent to the rooms. The available beds include 4 queen beds, 3 double beds, 2 single beds and 5 sets of bunks.
- A full kitchen is located off the Great Room (dishwasher, microwave, dishes etc.).
- Other features include a 2<sup>nd</sup> meeting area complete with has fireplace and a patio facing the lake.
- Accommodates 8 couples, small groups up to 19 people or 26 persons family style.

### Waterfront Lodge

- The Waterfront Lodge is a beautiful log building overlooking Ness Lake.
- Each floor has 2 bedrooms (6 bunks/12 beds in one, 2 bunks/4 beds in the other).
- Other features include two private shower rooms and two washrooms (toilet and sink) per floor. The upstairs lounge can comfortably accommodate a small group of 10 to 12 people.

### Cabins 1-7, 9-14 & 16:

- Classic camp accommodation nestled in the trees a short walk to the Dining Hall.
- Cabins sleep 12 (6 bunk beds), and have electric heat.
- 128 beds total.
- Cabin 9 is also known as "The Birchwood" and has an adjacent room with a double bed. Cabins 9 & 10 are equipped with indoor washrooms.

### Dining Hall

1. Year round use - 176 seating capacity (22 tables 5' round, seat 8 adults each)
2. Recreation / Seminar Area below the dining hall, features a large open area. This recently upgraded area has a beautiful gas fireplace and can be utilized as either dining or meeting space. A variety of games (foosball, pool table) are located here.
3. Men's and Women's washrooms with heated showers.

### Gym:

1. 48' x 96' playing surface plus 1,000 square foot indoor climbing pit with rock climbing facility (formerly 'The Crag').
2. Heated with radiant gas heaters.
3. Includes volleyball net, partial basketball court, floor hockey, and miscellaneous sports equipment.

### Washrooms:

In addition to the washroom facilities already noted, NLBC has 2 modern washroom blocks to service the camper cabins featuring hot and cold water. Limited handicap washroom access is provided.

### Campsites:

NLBC has five (5) lakefront tent sites complete with picnic tables and access to the washroom in the Waterfront Lodge.

## 2009\_2010 OPTIONS & RATES

### Meeting Rooms

✚ Dining Hall (mid-week):	\$250/day
✚ Dining Hall (weekend):	\$400/day
✚ Founders Great Room (mid-week only):	\$200/day

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### Waterfront (available May 15<sup>th</sup> – September 1<sup>st</sup>)

A qualified lifeguard must be present

✚ Boat dock for canoes, kayaks, & paddleboats.	✚ Beach (200 ft of sandy beach)
✚ Boat Launch	✚ Blob (35 ft)
✚ Diving dock	✚ Swimming area (enclosed)
	✚ Water slide

Lifeguard Rates (additional rates available upon request)

✚ 2 hour block:	\$40.00
✚ 3 hour block:	\$55.00
✚ Two – 2 hour blocks – same day:	\$70.00

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### Archery (year round)

✚ Archery Equipment and Instructor:	\$30.00 / hour/group of 15
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### Canoes/Kayaks (Includes instructor)

✚ Canoes (13 canoes, 26 paddles & 26 PFD's):	\$30.00 / hour/group of 15
✚ Kayaks (15 kayaks, 15 paddles & 15 PFD's):	\$30.00 / hour/group of 15

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### Climbing Wall (includes facilitator and belay staff)

- ✚ Heated Indoor Wall (September – June)
  - ✚ Main wall: 19.5' high, 16' deep, 24' wide. 10 belay anchors.
  - ✚ Bouldering Area: approximately 16' long, 10' high.
  - ✚ Harnesses and ropes are included. Be prepared to climb in runners, or bring your own climbing shoes.
  - ✚ Rates
    - Day use booking: \$120.00 for one hour; \$100.00/hr for 2+ hours
    - With overnight booking: \$100.00 / hour
    - Suggested maximum of 12-16 people per hour
    - If advance notice is given, we can accommodate larger groups at a negotiated cost.
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### Crafts

✚ Supplies included:	\$30/hour/group of 15
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### Miscellaneous Program Options

✚ Beach volleyball court	✚ Natural Amphitheater (seats 150) w/ campfire pit/roasters
✚ High Ropes Course	✚ Nature trails
✚ Jungle Swing	✚ Playground & Tumblers
✚ Low Ropes Course	✚ Zipline

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### Audio Visual Equipment

✚ 27" TV, VCR, and DVD	✚ Digital projector (\$25/day user fee)
✚ Overhead projector (groups supply transparencies & pens)	✚ Large screens in the dining hall & chapel
	✚ Sound system, includes amp, microphone, CD & tape player

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### Sports Equipment

✚ Archery equipment	✚ Floor Hockey	✚ Paddle boats
✚ Limited gym equipment	✚ Kayaks	✚ Volleyball nets (indoor/outdoor)
✚ Canoes	✚ Lifejackets	

Please bring your own equipment if you plan to cross country ski, snowshoe, toboggan, skate or water ski.

# Rental Confirmation Information & 'Fine Print'

## Deposit

- A **deposit** must be paid to Ness Lake Bible Camp in order to hold your reservation.
- **The deposit is non-refundable and non-transferable if cancellation is made within 90 days of your booking.**
- The deposit amount is \$500 for Food Service Bookings or \$200 for Non-Food Service Bookings.

## Insurance

- The Each group is responsible to provide insurance coverage for their event.
- Most groups, (schools, businesses, and churches) already have the necessary insurance coverage.
- **All groups must provide a Certificate of Insurance naming Ness Lake Bible Camp and Conference Centre as an additional insured on their liability policy for the dates of the booking.**
- If you do not have group coverage please contact Guest Services at 250-967-4163.

## Quote

- You will be given a quote for your group.
- Please advise the Guest Services Manager if you will have fewer participants than the quote specifies. You must inform Guest Services of any changes at least 14 days in advance of your booking date. Ness Lake Bible Camp will prepare for this number of people. **If you bring fewer/more guests, you will be charged for each participant, but you will be financially responsible for no less than 90% of the quote.**
- Guests in addition to the quoted number will be charged at the regular listed rates.

## Package Rates

- **Pricing for packages is based on a minimum group size of 25.**
- This number may be waived at the sole discretion of Ness Lake Bible Camp.
- Rental Rates are subject to review each year. **New Rates will be published by October 1 of each year.**
- Groups booking in advance of any said rate increase will be advised prior to confirmation of their booking date. If the booking date occurs after the date of the rate increase, the quote will reflect the new rates.

## Double Booking

- Groups with **fewer than 50 participants may be subject to a double booking** with another group.
- Exclusive use of the property may be negotiated.

**If you have any questions, please do not hesitate to call Jenny (Guest Services Manager) at 250-967-4163.**

**We look forward to hosting your group at Ness Lake Bible Camp soon!**

Sincerely,

*Paul Bailey*

**Executive Director**



# RENTAL AGREEMENT

**By my signature below, on behalf of the Rental Group, I agree to the following:**

I have fully read the Rental Application Package, including the Code of Conduct, and I agree to take responsibility as outlined in the Rental Application Package and to adhere to the stated **Code of Conduct**.

I will make the group aware of the rules and regulations and the stated in the **Code of Conduct**, prior to the group's arrival.

The group I represent will operate within the Rental Policy **Code of Conduct**.

I understand the Purpose of Ness Lake Bible Camp as set forth in the Rental Package, and I confirm that the purpose of our organization is not in conflict with the camp's purpose.

Ness Lake Bible Camp, CSSM Ministries, the Board of Directors, Staff, and Volunteers are held safe, harmless, and absolved from any liability, responsibility and claims arising from accident, injury or damage suffered by any person, whether registered or not registered by the group, regardless of negligence. Accident and Liability Insurance are recognized to be the responsibility of the rental group. General liability coverage extends to the students.

I have secured appropriate insurance coverage for my group.

The Rental Group agrees to leave the equipment and buildings in the same condition as they were found at the time of arrival, less normal wear and tear.

I will make arrangements for the group to reimburse Ness Lake Bible Camp for any damage to buildings and/or equipment, beyond normal wear, as determined by Ness Lake Bible Camp Staff and Board. If equipment is lost, I will arrange for the Rental Group to pay the cost of replacement, as determined by Ness Lake Bible Camp Staff and Board.

Group Name: \_\_\_\_\_ Dates of Rental: \_\_\_\_\_  
(MM / DD /YYYY – MM/DD/YYYY)

Name: \_\_\_\_\_ Current Date: \_\_\_\_\_  
(Please PRINT) (MM / DD /YYYY)

Position: \_\_\_\_\_  
(President, Secretary, Treasurer, Teacher)

Signature on behalf of Rental Group: \_\_\_\_\_

Please send this page and the deposit (\$500 for Food Service Booking or \$200 for Non-Food Service Bookings) to:  
**Attn: Guest Services, Ness Lake Bible Camp, 23705 Camp Rd, Prince George, BC, V2K 5M1**  
Payment by CREDIT CARD accepted: please call 250-612-4673