

A NATURAL PLACE FOR FUN, LEARNING, AND GROWTH.

WEDDING BOOKING INFORMATION PACKAGE

COLUMBIA OUTDOOR SCHOOL & BLUE LAKE CAMP
OPEN YEAR ROUND

250-426-3676

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www.ColumbiaOutdoorSchool.com

WELCOME!

Thank you for booking Blue Lake! We hope your stay will be comfortable and meet all of your expectations. This package includes all of the information needed to finalize your booking and answer any questions you may have about your stay at Blue Lake. If you do have any questions, please do not hesitate to contact our office.

BRIDE & GROOM

One member of your group (usually the bride or groom) should be designated as Group Leader to coordinate your Blue Lake trip. This minimizes the possibility of miscommunication. The group leader is responsible for leading communications and trip planning with Blue Lake, as well as organizing suppliers and guests. Follow the *Group Leader Checklist* carefully to make your job as simple and organized as possible. When you arrive at camp, the Group Leader will meet with the Camp Manager to review the booking arrangements.

Blue Lake is a user maintained facility. Please remember that set-up and clean-up are the responsibility of your group. Please see the ***Facilities and Equipment*** list for a list of what is provided.

You are responsible for:

- Group organization
- Waiver distribution and collection
- Supplier organization
- Meals & Dishwashing
- Licenses and insurance
- First Aid & Lifeguards
- Ceremony & Reception set up
- Parking coordination
- Clean up prior to departure

BLUE LAKE STAFF ROLES

Administration Staff

Our staff can provide consultation on planning and answer any safety or logistical questions you may have. Please contact our office if you have any questions or concerns about your trip.

Camp Manager

The camp manager will check you in/out and is available to answer questions during your stay.

CHECK IN & CHECK OUT

Check In: 2:00pm

The camp manager will greet you when you arrive and will provide a tour, answer any questions you may have. The camp manager lives on site and is available to answer questions during your stay! The camp manager will provide a cleaning check list and outline cleaning expectations at check in.

Check out : 1:00pm

Blue Lake Centre is a user maintained facility so it is important that each group understands the expectations and clean-up procedures. All cleaning supplies are provided. The Camp Manager will be by prior to your departure to ensure cleaning was adequately performed. A Blue Lake Check out document is to be signed by registered guest to ensure correct billing.

SET UP

Ceremony

We provide the equipment listed. Set up is the responsibility of the group. Please consult our administration staff or camp manager for ceremony locations. You are welcome to bring your own supplies or use the wedding arch and benches provided. Locations include beach front, forested areas, etc.

Reception

We provide the supplies and equipment listed. Set up is the responsibility of the group. You can set up your reception space according to your vision. Please review your decoration plan with administration or camp manager prior to making holes in the wall/ceilings, or moving wall hangings. Clean table cloths and chair covers are provided in boxes. A fabric steamer is available for your use during set up. Table cloths and chair covers are laundered by staff.

FACILITIES & EQUIPMENT

The following facilities will be available during your visit.

Wood Heated Log Sleeping Cabins

- 14 cabins with a total capacity of 137 people. Each cabin varies in size from 6 to 16 beds. Please see cabin placement sheet for details. Note: Spruce, Dogwood, Cotton Wood & Fir and Birch cabin do not have a wood stove and therefore is not available in cold months. Total capacity in cold months is 96 people.
- Dormitory style bunk beds
- Anti-bacterial, hypo-allergenic mattresses.
- Storage cubbies
- Wood stove.
- Firewood & fire starting supplies included
- Fire safety equipment in each cabin.
- NOTE: that cabins do not have electricity nor will they be pre-heated when you arrive. Please bring bedding and flashlights.

Wash House

- Separate men's and women's facilities
- Each equipped with hot water, showers, toilets, change area, granite counter tops, sinks, and mirrors. Toilet paper and paper towel provided.
- Electrical lights
- Tile floors with in-floor heating

Blue Lake Lodge:

Bedding provided. Please bring your own towels.
Toilet paper provided.

Main Floor

- Full kitchen
- Four burner propane stove with oven.
- Microwave
- Toaster (2 slots)
- Electric Coffee Maker (12 cup)
- Refrigerator with freezer
- Sink (2 basins)
- Pots, pans, cooking knives, miscellaneous cooking and serving utensils
- Dishes for 19 guests. Includes plates, bowls, water glasses, wine glasses, cutlery.
- Dish cloths & Tea towels
- Drying rack

- Dish soap provided
- Outdoor BBQ (propane provided).
- Living room with fully stocked wood burning fireplace
- 1 full bathroom (shower).
- 1 half bathroom
- 1 bedroom with queen bed
- 1 bedroom with queen bed

Loft

- 1 bedroom with queen bed and single bunks
- 1 bedroom with queen bed and single bed
- Loft area with 2 queen pull out couches

Walk out basement

- 1 full bathroom (shower)
- 1 bedroom with a queen bed
- Over 1,000 square feet of recreation space
- Two single pull out couches, flat screen tv, dvd/vhs player.
- Wet bar & bar fridge

Outside

- Deck overlooking Blue Lake
- BBQ
- Private fire pit

Commercial Kitchen:

- Electric lights
- Electrical heat & wood stove
- Large walk in cooler for food storage
- Large 8 burner stove with 2 ovens plus 2 hot plates
- 36" grill
- Salamander (Broiler)
- A variety of cooking utensils designed for large group cooking). For example, pots, pans, mixing bowls, baking trays, knives, whisks, spatulas,
- 3 chaffing dishes. PLEASE BRING YOUR OWN FUEL.
- Outdoor propane 6' BBQ (please ask staff before using)
- 3 sink dishwashing station in kitchen
- Separate dish pit with three sink dishwashing station

Dining Hall with tables and seating for 130 people

- 22—8' Benches (powder blue color, no covers)
- 78—Padded chairs
- 1—36" x 60" table
- 2 20" x 60" Tables
- 2 25" x 96" tables
- 11 38" x 98" tables

Wedding Supplies

- 1—Wooden arch
- 130—Ivory satin chair covers (only 78 chairs, additional chairs can be rented from a supplier if needed)
- 4—54" x 72" White Polyester Table Cloths
- 14-54" x 120" White Polyester Table Cloths

- 3—72" x 72 " White Polyester Table Cloths
- 130 Table Settings (see below)
- White Dinner plates
- White Side plates
- Water glasses
- Wine glasses
- White Coffee mug
- Dinner Fork
- Dinner Knife
- Tablespoon
- Tea Spoon
- 12—Glass Sugar dispenser
- 12— White Creamer Jugs
- 12 Salt & Pepper shakers
- 1—Fabric steamer for linens

Audio Visual Equipment

- White board
- Screen
- Flip Chart
- Projector

Gazebo/Picnic Area

- 10' x 20', covered, open sided outdoor shelter
- Equipped with picnic tables (5 available on site)
- Provides outdoor recreational opportunities during inclement weather

Educational Trail System

- Blue Lake Centre offers approximately 100 km of hiking, biking, cross country skiing, and snowshoeing. Maps are available on site.

Waterfront Area

- 2 docks with a roped off swimming area
- Fleet of canoes equipped with PFD's and paddles

NOTE: The waterfront is a "use at your own risk" facility.

Campfire Area

- Location overlooking Blue Lake
- Bench seating for approximately 75 people around the fire pit
- Firewood provided.

NOTE: All campfires must be held in the campfire pit and must be doused at the end of every evening. Please ask staff where to cut roasting sticks.

FREQUENTLY ASKED QUESTIONS

Fire Safety

Blue Lake has developed in-depth fire procedures in case an emergency should arise. Your group must report any fire to Blue Lake staff immediately for the implementation of emergency procedures. It is the responsibility of the group to report any fire, regardless of size. Cabins are equipped with fire safety equipment. Please ensure camp fires are put out completely.

Cell Service

Standard cellular service reception is not available, however, Blue Lake has established a satellite communication system that allows us to operate a phone at the Blue Lake Centre Office. This phone is available for EMERGENCY use only. All local calls will be charged a minimum of \$5.00 and long distance calls will be charged a minimum of \$10.00. Please contact the Camp Manager in the event the phone use is needed.

Pet Policy

At the discretion of the Group Leader, pets are welcome at Blue Lake providing the owners control their behavior and clean up after them. Pets are to remain on a leash while within camp boundaries and owners are responsible for their pets behavior. ***Pets are not permitted in the sleeping cabins, dining hall, registration office, or in the swimming area. Up to two pets are permitted the stay in the basement level of the Lodge.*** Extra baggies are available through the Camp Manager.

Smoking

All buildings at the Blue Lake Centre are smoke free. ***Smoking is restricted to the camp fire pits, Lodge balcony, and Dining Hall deck only.*** Please ensure that proper disposal of butts in tin cans containing sand, or in the campfire pit.

Hydro Management

Blue Lake Centre produces its own power through a unique micro-hydro generating system. Our stream at the east end of the lake produces approximately 12,000 watts of power on a continuous basis. This system produces ample power for our facility, however we ask that you not use the following types of items as they may cause overload to our system. Blow Dryers, portable 110v/220V heaters, large out-put sound systems. Please check with the Camp Manager or Camp Caretaker if you require use of these items. Tours of our unique water system are available upon request. Gas powered generators are available at an additional cost.

Potable Water

Blue Lake draws its water from a well, not the lake. Our water is potable (safe to drink) and is tested by Interior Health on a regular basis. Feel free to drink as much water as possible. It's delicious!

Garbage/Compost/Recycling

We at Blue Lake Centre pride ourselves in practicing the 3 environmental R's, reduce, re-use, recycle. Our intention is to minimize the waste headed to the landfill. We appreciate all efforts made to support our policies. Non recyclable waste is collected in a separate bin from recycling, and is to be discarded accordingly. Large commercial trash bins are located to the left of the cookhouse in the lower parking area. A recycle bin is located next to the trash bin. Compost can be collected in a plastic bucket provided and dispose in designated compost bin. Please advise the Camp Manger when composting needs attention. Do not leave buckets of food waste outdoors as it will attract wildlife.

Parking & RVs

Please see the *Blue Lake Map* on Page 3 for parking locations and designated unloading zones. Parking organization is the responsibility of the group. We recommend assigning volunteers to direct guests to parking spots and RV locations. RV parking (no hook ups) is available on the access road behind the dining hall, on the road in front of the Staff Only building closest to the lake, and directly beside the Lodge. There is space for approximately 10 RVs depending on their length. Due to the location of the septic system, vehicles in the central camp area are prohibited.

Cancellation Policy

Please see your *Use Agreement* for cancellation details.

GUEST PACKING SUGGESTIONS

Lodge Guests

Personal belongings including toiletries (soap, shampoo, etc)
Bathroom towels and facecloths (bedding is provided in the Lodge)
Signed waivers

Cabin Guests

Personal belongings including toiletries (soap, shampoo, etc)
Flash Lights (no electricity in cabins)
Bedding (mattresses are provided)
Bathroom towels and facecloths
Signed waivers

Due to our elevation, it can be cold in the evenings even in the summer. Please remember to bring warm clothes.

FINAL CLEANING DUTIES

Prior to your departure from the camp, you must have an inspection done by a Blue Lake Staff member on site. The expectations are as follows:

Cabins:

- Wiping mattresses with sanitizer (1 capful / bucket)
- Sweeping and mopping floors
- Emptying the garbage
- Picking up garbage around the cabin
- Sweeping the porch
- Cleaning any graffiti that may have occurred

Washhouses:

- Showers sprayed and wiped down with sanitizer
- Toilets scrubbed with comet
- Floors swept and mopped with sanitizer
- Sinks, mirrors, and counters wiped clean with sanitizer
- Ensure there is no garbage in or around the washhouse and that the garbage cans have been emptied and the bags replaced when full

Kitchen:

- Grill cleaned according to posted directions.
- Sinks cleaned with sanitizer
- Counters cleaned with sanitizer
- Stovetop cleaned of all spills and burns
- All dishes, juice jugs, etc. cleaned, air dried, and put away
- Cooler emptied, shelves wiped, floors swept and mopped
- Floors swept and mopped with sanitizer
- Ensure there is no garbage in or around the building and that the garbage cans have been emptied and the bags replaced

Dining Hall:

- Tables wiped down with hot soapy water and sanitizer
- Floors swept and mopped with sanitizer
- Garbage emptied and the bags replaced.
- Porch is cleaned and organize

Grounds:

- No garbage or other litter lying around camp.
- All garbage bins emptied and bags replaced.
- Wood restocked at campfire woodpile.
- Boathouse organized and swept, all lifejackets and paddles hanging up.
- All canoes put away on racks upside down.
- Beach raked.
- Docks swept.

RECYCLING & COMPOST

Blue Lake is reducing the amount of garbage produced, by implementing a recycling program. The program has 2 steps and, when done properly, is easy and beneficial.

- Step 1:** Place articles into the designated bins
- tin cans*
 - aluminum cans (pop cans)
 - Plastic jugs (#2 plastic jugs i.e. milk jugs)
 - Paper/Cardboard

***NOTE:** Plastic jugs **MUST** be rinsed and lids removed and should be compressed.
Tin cans **MUST** be rinsed with labels removed and should be compressed.

- Step 2:** Blue Lake Staff will empty the bins after your departure. Please inform them if the bins are full in the middle of your stay and they will be emptied as soon as possible.

Composting at Blue Lake

Along with recycling at Blue Lake we have implemented a Composting system to further reduce our waste. If you wish to compost while you stay the following are the steps you need to follow.

- Step 1:** In the kitchen island there are holes at each end. Use one for garbage and one for composting.

Items to put in the Compost:

- All uncooked fruits and vegetables
- Coffee grounds
- Tea bags
- Oatmeal
- Plain cooked vegetables
- Egg shells (once washed or baked)

Items NOT to put in Compost:

- Onions
- Meat products (cooked and uncooked)
- All foods containing any oils and or meat byproducts
- Pastas

- Step 2:** Remove the bucket of compost daily and inspect. (If any garbage or items not to be composted are in the bucket throw it in the garbage)

Step 3: Take the bucket of compost down to the compost bins at the rear of the kitchen. Dump the compost into the open bin, spread it out with the shovel and then cover it with about an inch of dirt from the pile beside the bin.

Blue Lake staff will look after turning and watering of the piles after you leave. If you have any questions please ask one of the staff.

GROUP LEADER CHECKLIST

Blue Lake Contract & Deposit

- Read, sign, and return the *Use Agreement* to Blue Lake Centre's office.
- Submit the deposits as outlined on the *Estimate*.
- Please note, your requested program dates and times are NOT secured until your signed *Use Agreement* and first deposit is received. Please read the contract carefully and contact our office if there are any changes.

Book Suppliers

Consider booking the following

- Minister or Justice of the Peace
- DJ
- Caterer
- Florist
- Photographer
- Equipment rentals as required

Guest Communication

- Provide guests with information such as check in/check out times, packing info, and directions.
- Gather final numbers and allergy information (if Blue Lake is providing catering). Provide Blue Lake with final numbers and allergy information (if required) at least three weeks prior to arrival.
- It is recommended that you use the **Cabin Placement** form to organize guest sleeping arrangements in advance.

Safety Services

Please make sure you plan to arrange for your own first aid supplies, emergency transport vehicle, and lifeguard if required.

Meal Planning

- You have the option of preparing all your own meals using the commercial kitchen, hiring the caterer of your choice, or hiring Blue Lake's chef (see our Wedding Menu).
- If you are preparing your own meals, it is recommended that the cook have Food Safe (Ministry of Health) and be informed of any food allergies or dietary concerns well in advance of the groups arrival.
- You are responsible for dishwashing after meals. The dining hall has a dish pit with a 3 sink system.

Insurance and Licenses

- Marriage License
- Blue Lake requires Party Alcohol Liability Insurance with a \$2,000,000 limit. This can be purchased through your insurance broker or through Western Financial 250-426-2205. The cost is approximately \$150.
- Blue Lake requires a Special Events Liquor License. This can be acquired online at www.sol.bclddb.com. The cost is approximately \$25.
- Blue Lake requires a copy of your insurance and liquor license prior to arrival.
- Blue Lake Camp Location Address: 6985 Findlay/Whitetail FSR, Canal Flats, BC V0B 1B0

Set Up & Decorating

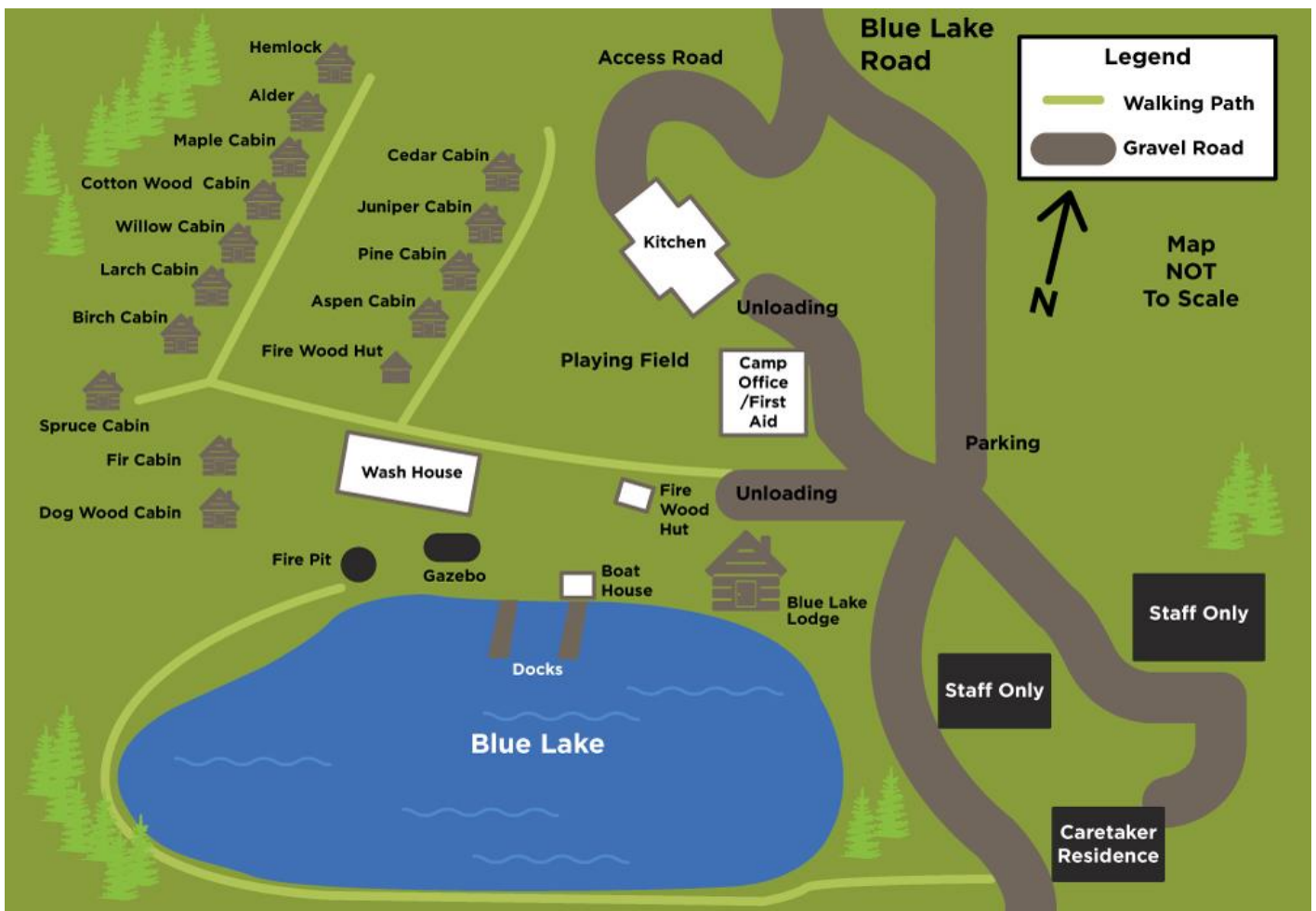
Blue Lake provides the supplies listed. It is your group's responsibility to set up and decorate (each wedding is unique).

Clean Up

Blue Lake is user maintained and clean up is the responsibility of the guest. Plan for daily cleaning duties such as making sure washrooms are clean and stocked, setting tables for meals, and dish washing and clean up after meals. At check out, the facilities should be left in the same condition they were in at check in. The camp manager will provide a cleaning check list and outline cleaning expectations. All cleaning supplies are provided. The Camp Manager will be by prior to your departure to ensure cleaning was adequately performed.

CABIN ASSIGNMENT

Please use the site map and corresponding table to assign cabins.



Blue Lake Camp Cabin Placement

| | Larch (upper) | Willow (upper) | Maple (upper) | Alder (upper) |
|----|--|--|---------------------|-----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| | Hemlock (upper) | Aspen (lower) | Pine (lower) | Juniper (lower) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| | Fir Cabin (lower) | Dogwood (lower) | Cotton Wood (upper) | Birch (upper) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | 8 BEDS IN FIR CABIN | 8 BEDS IN DOGWOOD | | |
| 10 | //////////////////////////////////// //////////////////////////////////// | //////////////////////////////////// //////////////////////////////////// | | |
| | Spruce (upper) | *ONLY AVAILABLE DURING SUMMER MONTHS* | | |
| 1 | | <input type="checkbox"/> Cotton Wood Cabin | | |
| 2 | | <input type="checkbox"/> Birch Cabin | | |
| 3 | | <input type="checkbox"/> Dogwood Cabin | | |
| 4 | | <input type="checkbox"/> Fir Cabin | | |
| 5 | | | | |
| 6 | | | | |

Blue Lake Camp Cabin Placement

| | Cedar Cabin (Lower) |
|----|----------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| | |

Blue Lake Lodge Bed Assignments

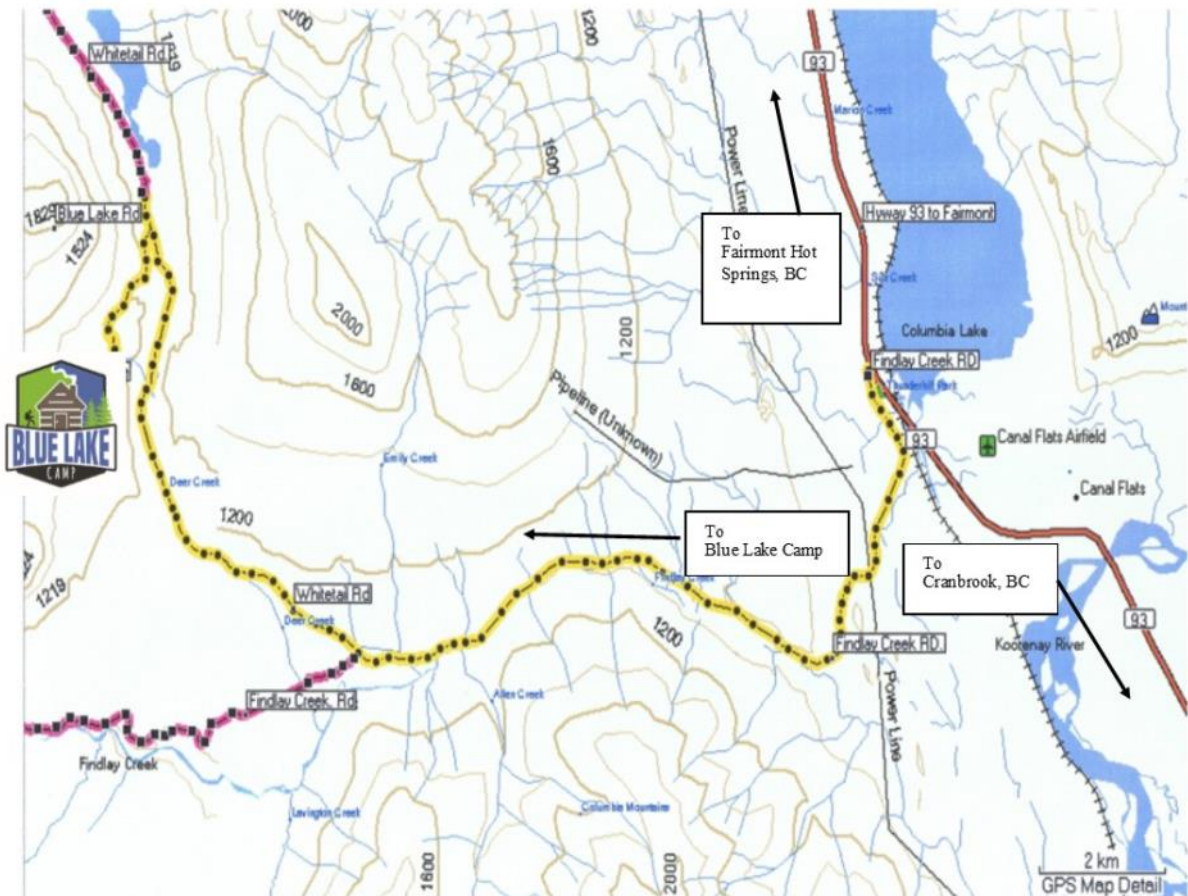
| Bedroom 1 (main floor) | Name: | Bedroom 2 (main floor) | Name: |
|---|-------|------------------------|-------|
| Queen Bed | | Queen Bed | |
| | | | |
| | | | |
| Bedroom 3 (loft) | Name: | Bedroom 4 (loft) | Name: |
| Queen Bed | | Queen Bed | |
| Single Bunk Bed | | Single Bed | |
| Single Bunk Bed | | | |
| Bedroom 5 (basement) | Name: | Loft Living Area | Name: |
| Queen Bed | | Queen Pull Out Couch | |
| | | Queen Pull Out Couch | |
| | | | |
| Blue Lake Lodge Main Floor: Full kitchen Dining area Living room with fully stocked wood burning fireplace 1 full bathroom 1 half bathroom 2 bedrooms Loft: Living area with 2 pull out couches 2 bedrooms Walk Out Basement: 1,000 square feet of meeting or recreation space Wet bar and bar fridge 1 full bathroom 1 bedroom Other: Deck with picnic table and BBQ - overlooking Blue Lake Outdoor fire pit Includes bedding. Does not include towels. | | Basement Rec Room | Name: |
| | | | |
| | | Queen Pull Out Couch | |
| | | Queen Pull Out Couch | |
| | | | |
| | | | |

DIRECTIONS TO BLUE LAKE CAMP...

Blue Lake Camp is located approximately 45 minutes South of Fairmont Hot Springs, BC and 70 minutes North of Cranbrook, BC. The highway turn off is located near Canal Flats, BC on Highway 93/95 .

From Highway 93/95, approximately 4 km North of Canal Flats, turn West off of the Highway at Findlay Creek Forest Service Road. Travel just past the 15 km marker and turn right onto White-tail Forest Service Road. At 23.5 km, turn left onto Blue Lake Forest Service Road.

All roads off of the Highway are active logging roads. Please use caution, be aware of the speed limit, and look ahead. Roads are well maintained. Watch for Blue Lake Camp directional signage along the way.



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