



Retreat Centre and Campground

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Group Booking Information Package

Wesley Acres Retreat Centre & Campground is a year-round, Christian facility situated in Prince Edward County. With 250 acres of recreational area and miles of shoreline, there is an almost unlimited variety of recreational activities available at Wesley Acres. As well, you will have the opportunity for a personalized retreat to fit the needs of your group. Flexible facilities & staff enable us to serve individuals and families as well as larger groups (seasonal limits may apply). And by offering a variety of accommodation options, we can tailor your special events to meet both your expectations and your budget.

We would like to extend to you a warm welcome to join us this year and discover, or rediscover Wesley Acres Retreat Centre & Campground.

WHAT YOU'LL FIND IN THIS PACKAGE...

1. Booking Policies, Procedures & Guidelines.
2. A list of commonly asked questions...already answered.
3. A list of the policies and conduct rules of Wesley Acres Retreat Centre and Campground.

POLICIES & PROCEDURES

BOOKINGS AND CANCELLATIONS

1. A booking is not secured until the signed booking agreement is returned with the deposit. The deposit is 25% of the total cost and includes a Damage Deposit Fee of \$300. The Damage Deposit will be returned to you once Housekeeping has been through and checked all the spaces used by your group.
2. Prices are based on group package rates, there is no rebate for members of your group who arrive late or leave early, unless previously arranged with Guest Services.
3. If cancellation occurs 90 days prior to scheduled booking, the deposit will be refunded less an \$100 admin fee. If cancellation occurs 60-90 days prior to scheduled booking, half of the deposit will be refunded less an \$100 admin fee. If cancelled within 60 days of scheduled booking, the deposit is non-refundable.
4. Wesley Acres reserves the right to cancel or rescind any rental agreement if it is found that the Guests are conducting unlawful activities, not abiding by the House Rules, disturbing other by playing loud music, percussion, audio or instruments, or cause any loud or offensive noises, have made any misrepresentations about the nature or size of the group or use of the group or the use of the property or any other misrepresentations or any other way in breach of the rental agreement.

ACCOMMODATIONS

1. Bed linens and towels are provided in Mapledene Motel, Aldersgate Lodge, and the Don Deyo Centre. In the Harbour Ridge Cabins, you must bring your own linens, pillows, and towels as these are not provided.
2. Dogs are only permitted in the cottage and cabins, not in any other accommodations.
3. Any damages will be the responsibility of the retreat group and will be billed to you.
4. Check-in time on the day of arrival is 4pm. Check-out time is 1pm if you are staying for lunch. If you are leaving after breakfast on the day of departure check-out is 11am. Check-in and check-out time can be adjusted if previously arranged with Guest Services. There is a late check-out fee of \$10/hour per room if check-out is past 1pm.

PROGRAM GUIDELINES

1. We would be happy to talk to you about arranging any program that you might need.
2. We have a full sound system available, for a fee, in our conference centre.
3. We have sporting equipment available for use. There may be a cost for some of these services.
4. Mealtimes at Wesley Acres are list below and will remain at those times unless previously arranged:
Breakfast is at 8:30 am
Lunch is at 12:00 noon
Dinner is at 5:00 pm

FAQ'S

“WHAT DO I NEED TO DO TO BOOK?”

To book, you need to confirm a date with Guest Services and then return the booking agreement with the deposit. This agreement can be e-mailed, or postal mailed.

“WHAT ARE THE ROOMS LIKE?”

We have 4 different styles of rooms. 30 rooms accommodating up to 86 overnight guests and cabins accommodating up to 104 overnight guests.

- **MAPLEDENE MOTEL** - 15 private rooms with 4-piece bathrooms – 9 rooms with 1 queen bed, 6 rooms with 2 double beds. 8 rooms have kitchenette facilities. All rooms are equipped with kettles & coffee pots, fridges and microwaves. All linens & towels are provided.
- **DON DEYO CENTRE** - 12 motel rooms – 8 rooms with 1 queen size bed & 4 rooms with 1 queen size bed & double pull out couch. Each room has a private washroom & shower. All linens & towels are provided. Coffee pots in each room.
- **ALDERSGATE LODGE** - 7 rooms – 6 rooms with 2 double beds and 1 room with 1 double bed. Washroom/Shower facilities are shared. All linens & towels can be provided.
- **HARBOUR RIDGE CABINS** - 6 cabins – 2 rooms bunk bed style with bathrooms. Each cabin can accommodate between 10-18 people (depending on age). Must bring own sleeping bags/pillows & towels. Must use public showers.

“HOW MANY MEETING ROOMS ARE AVAILABLE?”

There are 2 main meetings rooms available.

We have a conference centre called the Douglas Memorial Centre (DMC) with 2 levels. Upper level can accommodate up to 400 seated worship style or about 120 around tables & chairs. The lower-level meeting area, called the Fireplace Room can accommodate up to 60 people seated worship style or 50 people around tables.

We also have classrooms in the lower DMC that can accommodate up to 20 people for a breakout room.

Smitty’s Lounge or the Board Room can be used as a meeting room for a small group of up to 12 people.

“CAN WE BRING OR COOK OUR OWN FOOD?”

Small groups are welcome to bring their own food and use our warming kitchen in the lower Douglas Memorial Centre. Large groups are expected to eat in our Dining Hall. If your group has special food needs, please make that known to Guest Services at least 2 weeks prior to arrival. Generally, the minimum we will cook for is 25. There will be an additional charge for groups under 25. Outside catering services are only permitted if Wesley Acres Food Services is not available.

“WHAT HAPPENS WHEN WE CHECK IN?”

The group leaders will go to the Welcome Centre to register. There they will receive a key box, which holds each person’s room key. We ask at this time a copy of the room assignments is left with the office staff – for safety reasons. We are required to know who is staying where.

**If upon departure, keys are missing, you will be billed a replacement charge.
\$100 per regular key; \$300 per master key.**

It is the responsibility of the group retreat leader to ensure each participant is aware of the Wesley Acres General Guidelines. (Please see last page for this)

“WHAT RECREATIONAL ACTIVITIES ARE AVAILABLE?”

Depending upon which season you come to Wesley Acres, there is always a host of activities available! Please inquire into the activities that are of interest, some charges do apply.

SUMMER ACTIVITIES

- ◆ Canoeing/ Kayaking
- ◆ Beachfront
- ◆ Nature Walks
- ◆ Shuffleboard
- ◆ Basketball
- ◆ Baseball
- ◆ Tennis
- ◆ Volleyball
- ◆ Campfire

WINTER ACTIVITIES (bring your own equipment)

- ◆ Cross Country Skiing
- ◆ Skating (weather permitting)
- ◆ Tobogganing
- ◆ Ice Fishing

WESLEY ACRES GUIDELINES

STATEMENT OF FAITH

- The Holy Scriptures, as originally given by God, are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- Our Lord Jesus Christ is God manifest in the flesh; we affirm his virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory.
- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit.
- The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ.
- The Church, the body of Christ, consists of all true believers.
- Ultimately God will judge the living and the dead, those who are saved unto the resurrection of life, those who are lost unto the resurrection of damnation.

WESLEY ACRES GENERAL GUIDELINES

PERSONAL CONDUCT

1. Modesty in attire and conduct, suitable to each particular camp activity, must reflect Christian standards.
2. Please refrain from any non-essential work on Sunday.
3. Sunday is a day of public and private worship. Due to the diversity of those participating in the ministries of Wesley Acres, it is the policy of the Board of Directors to allow individuals to answer to God personally for their Sunday activities, asking God to give wisdom to spend the time in a way most pleasing to Him.

COURTESY TO OTHERS

4. Quiet time is from 11PM to 7AM. People are expected to be in their accommodation during this time.

HEALTH & SAFETY

5. Smoking, vaping, and legal and illegal substances are forbidden.
6. Alcoholic beverages are not permitted on the grounds.
7. Vehicles must be driven within the posted speed limits.
8. Persons under the age of 18 must wear a helmet while riding a bicycle, to conform to Provincial regulations.
9. Provincial highway regulations apply to all motor bikes and All-Terrain-Vehicles (ATV's) operated on WA grounds:
 - a) The operator must be at least 16 years old.
 - b) The driver and all riders must wear protective helmets.

- c) The vehicle must be, licensed for the highway, have a minimum of \$1,000,000 liability insurance, and may only be driven on roads within Wesley Acres.
- 10. Firearms, hunting bows and hunting are not permitted on the grounds, except with specific permission from the Executive Director.
- 11. All swimming is at your own risk.
- 12. Campfires are subject to Ministry of Natural Resources regulations. They must always be attended to and thoroughly extinguished before being left. Fires must be at least 10 ft. from a mobile, trailer, building or shed.

ADMINISTRATION

- 13. All damage to Wesley Acres' property must be reported to the Executive Director or Maintenance Supervisor.
- 14. Any person who is not registered for an organized event, and who has not reached his/her 18th birthday and is not staying in the same unit as a parent or guardian; must provide Guest Services with a written statement from someone on the grounds who is over 25 and who accepts responsibility for them.