

1. The primary location for Michener Park Pond group camping is to be the south half of the pond site
2. The group camping area at the Michener Park Pond is available to a group with more than 15 camping units.
3. A camping unit is considered to be a tent, trailer, tent trailer, motor home, van or truck camper used as a shelter while camping.
4. Only one group is allowed to use the group camping area at one time. This group has exclusive use of the south half of the pond site.
5. A group camping area may be reserved for a maximum period of five (5) days.
6. Bookings for group camping are done on a 'first come - first served' basis, for the current year and the following year only. The group will be issued a group use permit when group camping.
7. Group camping permits expire at 2:00 p.m. on the last date of the permit.
8. The entrance gate may be closed, but not locked during the group's booking. This will be the responsibility of the contact person for the group. Quiet time is between the hours of 11:00 p.m. and 7:00 a.m.
9. Requests for group camping must be made at the Recreation Services Office at least fourteen (14) days before the site is required. The request must include the number of camping units expected as well as the name, address and phone number of the group's contact.
10. A non-refundable deposit of \$100.00 will be required upon booking the Michener Park Pond group camping area. This deposit will be applied to the final camping charges. In the event of cancellation or no-show, the deposit is forfeited.

11. The contact person will be responsible for collecting the camp fees and for paying these fees to the Town. It is the contact person's responsibility to ensure that the Town receives the camping fees for all units. Camping fees must be paid at the Recreation Services office. The number of

camping units will be monitored by Town staff during the time the site has been booked. The group camping fee will be paid to the Town when the group picks up their permit. Any additional fees owing will be paid to the Town employee at the time of inspection, or to the Recreation Services office if the employee is not available.

12. A request for group camping may not be registered if the date(s) the site is required conflicts with other recreational or cultural events to be held on the playing fields adjacent to the group camping area.
13. Users will be responsible for leaving the group camping area as it was presented to them, undertaking a general clean up of the area. The Town will provide garbage cans and picnic tables.
14. Campers will be allowed to use the washroom and shower facilities provided in the serviced campground.
15. Campers will park in an organized manner, leaving access in and out of the area for any camping unit at any given time and to ensure access for emergency vehicles.
16. Campfires are allowed only in the gazebo stove. It is not permissible to dig any holes for firepits or for any other purposes. Portable fire pits are not allowed. Firewood will be provided by the Town.
17. A damage deposit of \$200.00 will be left with the Recreation Services Office. The full damage deposit will be returned after the event if no damage to the area has occurred and all obligations as outlined in this policy are met. Costs relating to unmet obligations as outlined in this policy will be deducted from the damage deposit and the balance shall be returned.

Where damage has occurred or major clean up is required, the group representative may be invoiced for the remaining costs involved (above \$200.00) or, in the case of malicious damage or excessive litter, appropriate charges may be laid.

If the group has rented ball diamonds or other facilities in the Town of Lacombe, the individual facility damage deposit will also be applied.

18. Fireworks are not permitted in this area.

19. All campers must abide by Town of Lacombe By-law #253, Regulation and Control of Town Parks and Facilities.
20. When the group camping area at the Michener Park Pond is not reserved for group camping, it may be reserved for group day use.

**DATE: February 8, 1999**

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**Mayor**

**REF. NO.: 99- 55**

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**Chief Administrative Officer**