



## Retreat & Conference Centre

2916 McBride Avenue Crescent Beach, Surrey BC V4A 3G2  
Phone: 604-535-0015 Fax: 604-535-2720



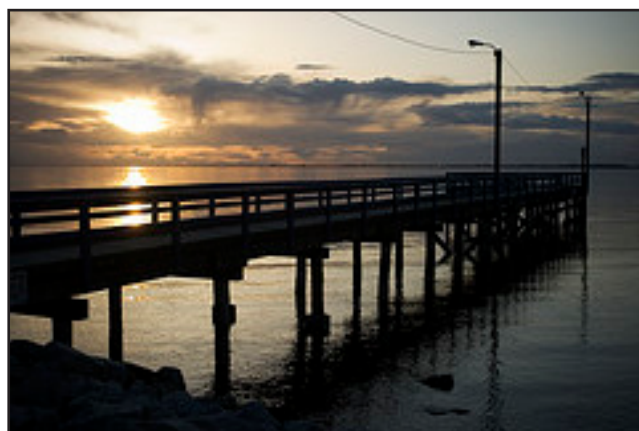
Camp Alexandra Retreat and Conference Centre is a unique facility located just half a block from the ocean in the popular and picturesque village of Crescent Beach.

Heritage and modern buildings are ranged around the perimeter of a 2 ½ acre, fenced site providing accommodations for up to 125 people for overnight stays, as well as meeting and multi-purpose rooms for group gatherings.



Camp Alexandra's proximity to the beach, the promenade and Blackie Spit nature preserve makes the facility a very popular rental destination for any group.

High season availability (May-September) is limited, so call well in advance of your planned rental date.





**Alexandra  
Neighbourhood  
House**

## Retreat & Conference Centre

2916 McBride Avenue Crescent Beach, Surrey BC V4A 3G2  
Phone: 604-535-0015 Fax: 604-535-2720



### INSTRUCTIONS FOR USER GROUPS

The guidelines contained in this document are intended to assist us in maintaining Camp Alexandra, and to help your group enjoy their stay. To avoid additional charges, please read it carefully.



*With a variety of rental options, Camp Alexandra is an ideal setting for retreats, workshops, training sessions, socials, family reunions or special events. Daily rental space is also available.*



#### GENERAL INFORMATION

##### Caretaker:

The Camp Caretaker is available to assist you and to make your stay convenient, safe and comfortable. Should you have any questions related to booking availability or costs, please contact the Facilities Coordinator during office hours at 604-535-0015 ext 231.

##### Parking:

Ample parking is available on both Sullivan and McBride, outside the fenced Camp area - no parking on the grounds.

##### RV's:

City by-laws prohibit the use of recreational vehicles for overnight use outside Camp property. An RV may be parked on the paved entrance area off Sullivan Street inside the Camp gates. The per head/per night rate will apply to guests sleeping in an RV.

Laundry: No laundry facilities are available at Camp Alexandra. A Laundromat is located 5 minutes

#### POINTS TO REMEMBER

1. Ensure that all keys are returned to the Caretaker when your group checks out.
2. Make sure that the entry key code for the Admin building washrooms is in your package. The number can also be obtained from the caretaker or office staff.
3. The attendance form must be completed and returned with the keys at the end of your stay.
4. Please ensure that a responsible person in your group has a cell phone for emergency use.
5. All buildings must be locked when participants are not using them, or when the group retires for the night.
6. Any damage to buildings or equipment must be reported to the Caretaker.
7. Any suspicious persons on grounds must be reported to the Caretaker immediately.
8. Emergency contact numbers are posted in all buildings.

**CAMP ALEXANDRA CARETAKER'S CELL PHONE: 604-790-4051**



## Retreat & Conference Centre

at Camp Alexandra

2916 McBride Avenue Crescent Beach, BC V4A 3G2

Ph: 604-535-0015 Fax: 604-535-2720



*The facilities are located on 2.5 acres of fenced property, half a block from the ocean. On the grounds you will find picnic tables, a large brick barbecue, a volleyball net and a gas campfire. There is a one acre park with an Adventure Playground across Sullivan Street.*

The **LODGE** (Dining Hall and caterer's kitchen) seats 100 people. There is a fireplace in the dining area and two washrooms.

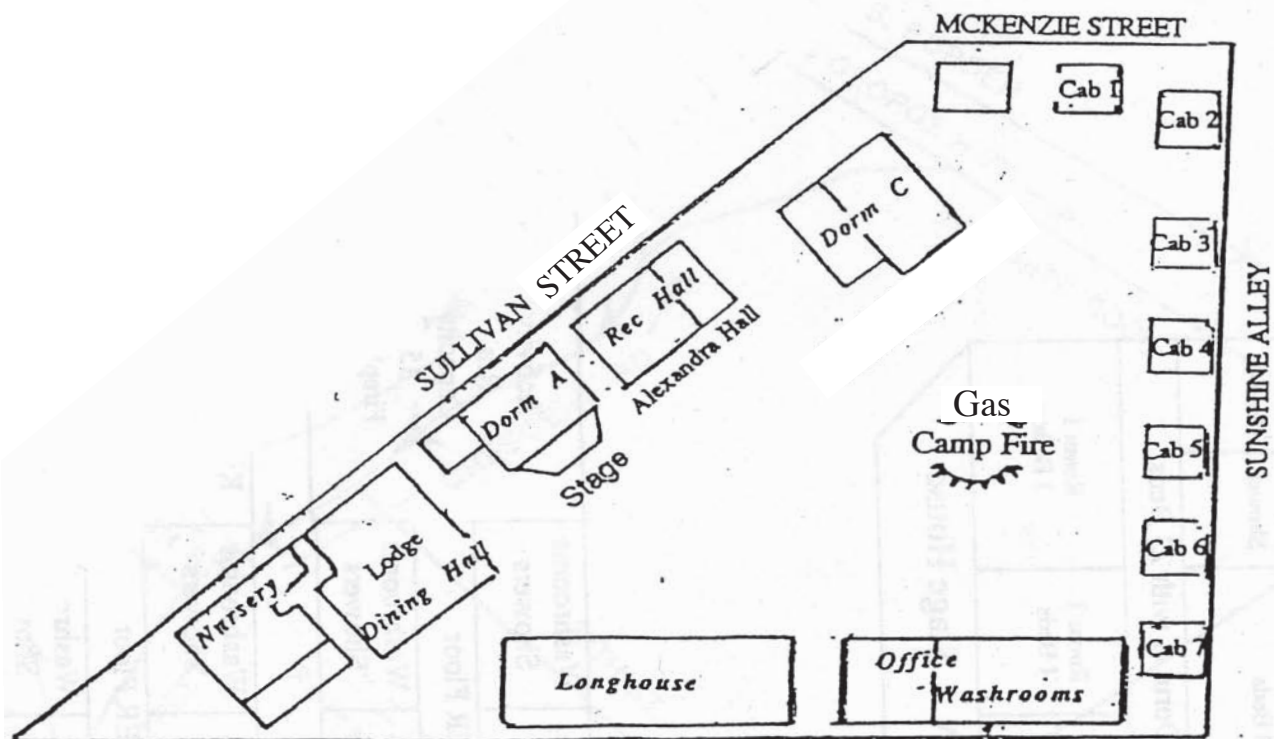
**ALEXANDRA HALL** accommodates 100 people. There are two washrooms, a fireplace and a beverage bar.

The **STAGEHOUSE** (Dorm A) contains 23 beds in five rooms, and has three washrooms with two showers.

**DORM C** is the top floor of the Beach House. It contains 27 beds in seven rooms and has two washrooms with two showers.

The **LONGHOUSE** contains 24 beds in 12 rooms, with balconies. There are four washrooms and two showers, an Activity Room that will accommodate 35 people and a Lounge/Dining Room that seats 30 people. There are fireplaces in both the Lounge and the Activity Room.

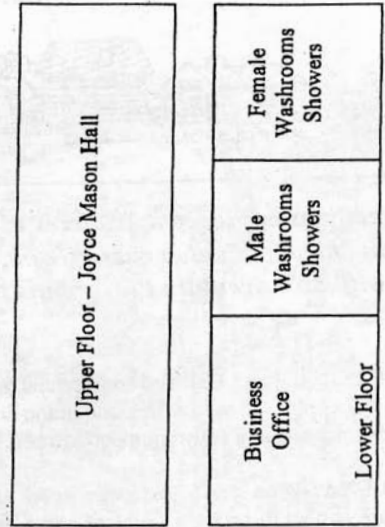
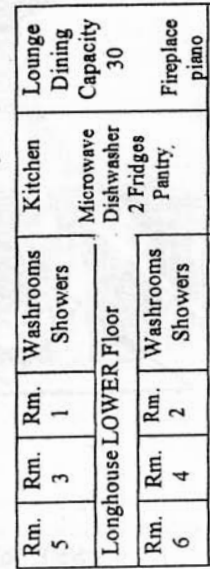
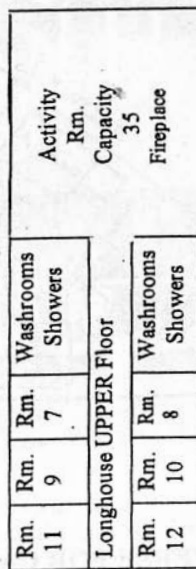
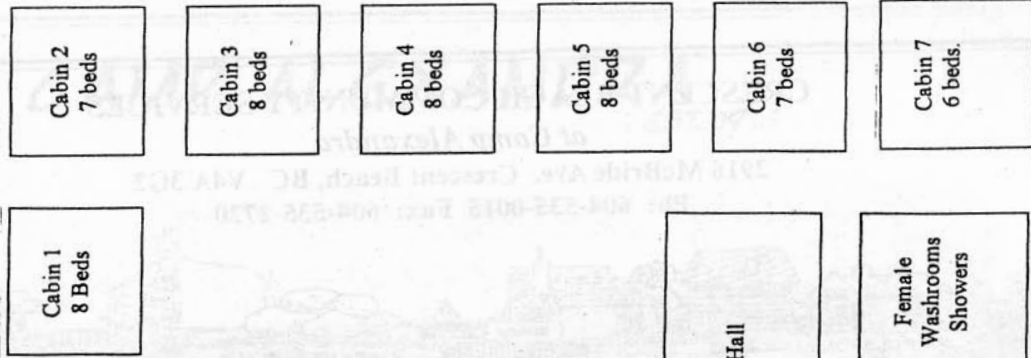
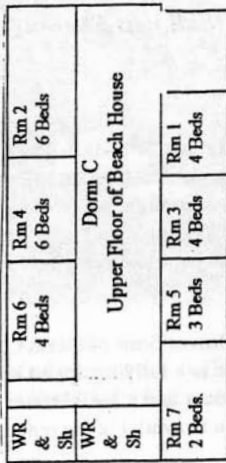
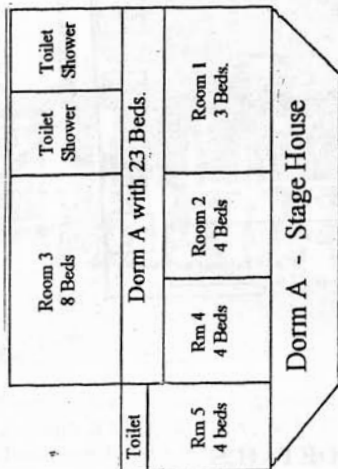
There are seven **CABINS** which accommodate four to eight people in bunk beds. There is no running water in the cabins. Washrooms for cabins are located at the SW end of the Office building. Key code is required for entry.



SEE NEXT PAGE FOR CAMP FACILITY DETAILS

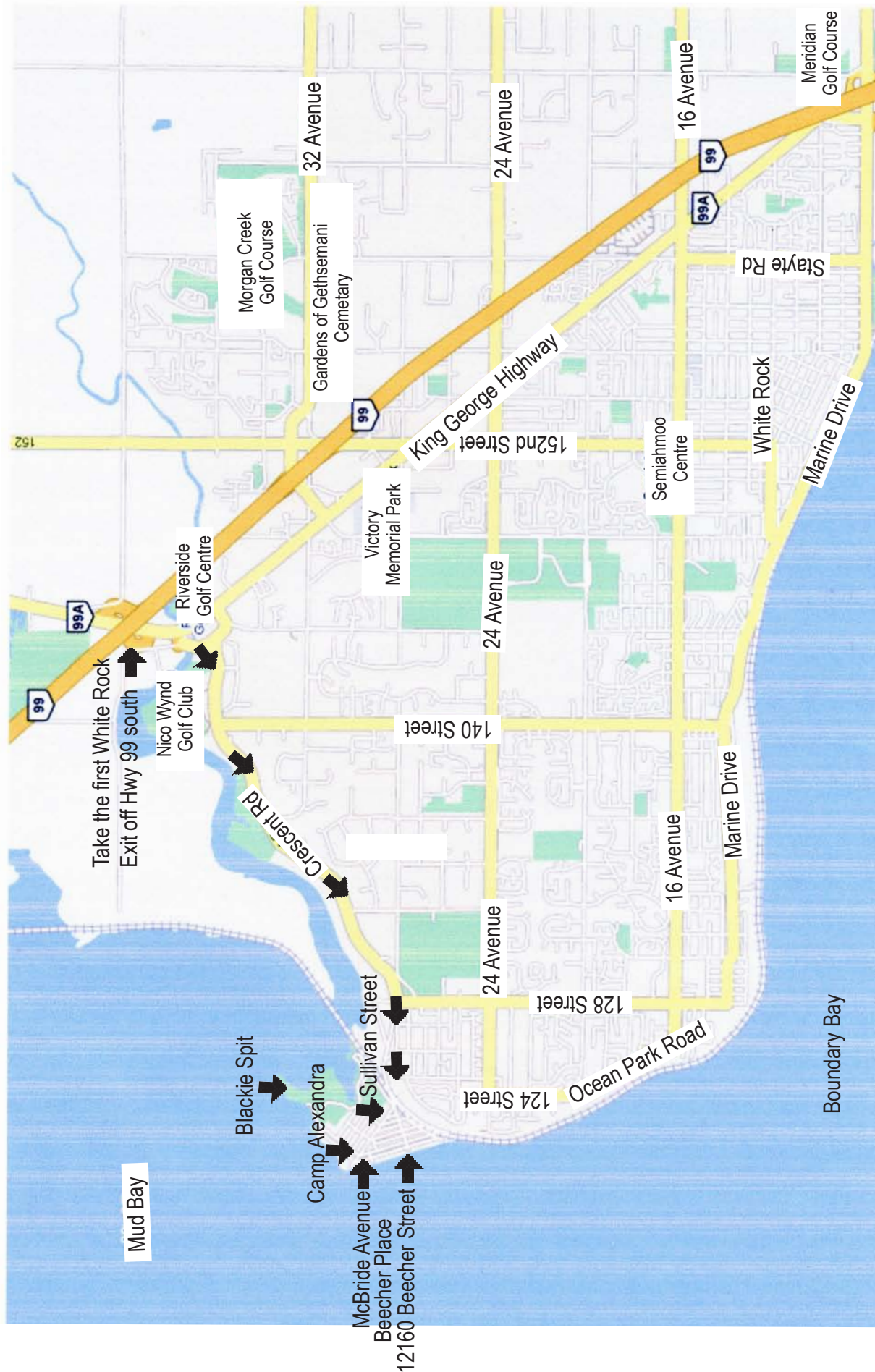
**Alexandra Neighbourhood House  
At  
Camp Alexandra**

**Room and Bed Count**



*This layout details the number of bedrooms and beds in each room. Beds are either single bunks or double bunks. Camp Alexandra has frontage on both Sullivan Street and McBride Avenue.*

# Alexandra Neighbourhood House Retreat & Conference Centre at Camp Alexandra



Canada/US Border

## CHECK-IN INSTRUCTIONS FOR USER GROUPS

The Camp Caretaker is available to assist you and help make your stay convenient, safe and comfortable.

### EVENING & WEEKEND CARETAKER: 604-790-4051

Should you have any questions related to booking availability or costs, please contact the Facilities Coordinator.

When the Camp office is closed, the Camp Caretaker is available should you need assistance with building/grounds problems, equipment or janitorial supplies. After 11pm the caretaker is available for emergencies only.

Please report any incidents immediately to the office staff during business hours or to the Camp Caretaker after hours.

Set up and take down of furniture is the rental group's responsibility.

The Caretaker will confirm that all furniture and equipment

### CHECK-IN CHECK LIST FOR GROUP COORDINATOR

- Make sure that the entry key code for the Admin building washrooms is in your package. The number can also be obtained from the caretaker.
- Please ensure that a responsible person in your group has a cell phone for emergency use, as there is only one pay phone on the premises.
- All buildings must be locked when participants are not using them, or when the group retires for the night.
- Any damage to buildings or equipment must be reported to the Caretaker.
- If you are using the fireplace please supply your own presto-logs. Please make sure dampers are open before use.
- Any suspicious persons on grounds must be reported to the Caretaker immediately.
- Please remember that you are responsible for the safety of children in your group and have them monitored at all times by a responsible adult.
- The resident raccoons are wild animals. Please do not feed them, or try to befriend or remove them.
- To conserve energy, please turn heat down or off instead of opening windows, and turn lights off when not in use.
- Fire regulations restrict the use of tapered candles. Candles may be used only in jar-like containers.

#### Parking

Ample parking is available on both Sullivan and McBride, outside the fenced Camp area - no parking on the grounds. City by-laws prohibit the use of recreational vehicles for overnight use outside Camp property. An RV may be parked on the paved entrance area off Sullivan Street inside the Camp gates. Guests sleeping in an RV will be charged the per head/per night rate.

#### Laundry

No laundry facilities are available at Camp Alexandra. A laundromat is located 5 minutes away in Ocean Park.

#### Usage of Buildings and Grounds

The sleeping and social rooms specified in your rental package are reserved for the exclusive use of your group only. The washrooms located in the admin building can be shared by another rental group who's booking coincides with yours. The grounds are common area and are shared by all rental groups. Please be considerate with noise and activities when using the outside areas. If you would like exclusive use of the grounds at a specific time, please talk to the Facilities

### SURREY NOISE BY-LAW

No Loud Noise is Permitted Between 10pm and 8am

Noise is defined by the City of Surrey as any sound in or on a public or private place which disturbs or tends to disturb the rest, enjoyment and comfort of any person or persons in the neighbourhood or vicinity.

*Alexandra Neighbourhood House reserves the right to deny use of space to any group or individual that fails to comply with municipal, provincial or federal laws/legislation or with internal Alex House/ANH policies that may be developed from time to time.*





**Alexandra Neighbourhood House**  
**Retreat & Conference Centre**  
 at Camp Alexandra

## CHECK-OUT INSTRUCTIONS FOR USER GROUPS

If you need assistance or supplies to carry out the following instructions, please contact the Caretaker at 604-790-4051.

The Caretaker on duty will check in with your group coordinator one half hour before checkout to tour the facilities and ensure that the following procedures are complete. The \$350 key deposit is held for one week and refunded when all keys are returned, clean up is done as specified, and there are no reports of damage or loss. Misuse of equipment or facilities, general rowdiness or litter on the grounds will result in the loss of your deposit.

Cleaning Instructions (Please leave the Camp in the same condition you found it.)

1. Wipe down tables, chairs and equipment and put back where originally found
2. Empty garbage cans, replace the bags (supplied) and take garbage to dumpster on Sullivan St
3. Sweep floors
4. Pick up any litter on grounds and put cigarette butts in ash cans provided.
5. No smoking in any buildings or within 20' of any building
5. If fireplace was used, please leave it clean
6. Turn off lights and heat
7. Make sure doors and windows are locked
8. Ensure that bathrooms are clean and garbage has been removed
9. Leave outside lawn furniture in an orderly fashion

Failure to follow these instructions will result in the loss of your \$350 key/damage deposit.

We hope you have enjoyed your stay!

Please complete the Rental Group Attendance Record and the Camp Comment and Suggestion sheet as this helps us improve our facility to meet your needs. Give these forms to the Caretaker upon check-out.

## EMERGENCY CALL LIST

For Camp Alexandra and Beecher Place

Camp Alexandra: 2916 McBride Avenue      Beecher Place: 12160 Beecher Street  
 in Crescent Beach (Surrey) BC

Phone: 604-535-0015 Fax: 604-535-2720 e-mail: info@alexhouse.net

**EVENING & WEEKEND CARETAKER: 604-790-4051**

### EMERGENCY

### NON-EMERGENCY

FIRE	911	604-543-6700
POLICE	911	604-599-0502
AMBULANCE	911	604-872-5151
GAS	604-298-1400	888-224-2710 #1 (Customer Service)
BC HYDRO	1-888-769-3766	
LOCAL HOSPITAL	604-531-5512	
POISON CONTROL		604-682-5050
DOCTOR		604-535-2520 (Office)

*Please Note: To ensure the safety of all individuals at Camp Alexandra it is imperative that any unusual incidents (theft, intruders, threats, personal or property damage) be reported immediately to the camp office (work hours) or the caretaker (evenings or weekends). Report all dangerous or life-threatening incidents to the appropriate emergency department (numbers above) and follow up with a report to the Alex House Facilities Manager.*





Camp Alexandra Retreat and Conference Centre  
2916 McBride Avenue  
Surrey, BC V4A 3G2  
604-535-0015

## TERMS OF CONTRACT AND AGREEMENT

Thank you for choosing Alexandra Neighbourhood House at Camp Alexandra. Please read this contract/agreement carefully on behalf of your group prior to signing it. An authorized signing officer of your organization who is at least nineteen years of age must sign the designated section of this document. A signed copy of this contract and a rental deposit are required to confirm your reservation. *The group coordinator must confirm the number of people attending 5 days prior to check-in at Camp Alexandra.*

### Group Contact Information:

Group Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Date of Arrival \_\_\_\_\_ Date of Departure \_\_\_\_\_  
 Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_  
 Number of Guests: Adults \_\_\_\_\_ 4 to 12 yrs \_\_\_\_\_ Under 4 (free) \_\_\_\_\_

### Rental and Catering Package Information

Please indicate ( / ) your group's rental package and equipment needs below as arranged with the Facilities Coordinator.

- Longhouse Facility with 24 beds. Cabins may be added to increase attendees to 30 people. A minimum rate applies for groups with fewer than 23 people.
- Standard Facility with 90 beds. (Dorm A, C, Alexandra Hall, Dining Hall and some Cabins). A minimum rate applies for groups with fewer than 50 people.
- All Facilities (Longhouse, Standard and all Cabins with exclusive use of Camp) A minimum rate applies for groups with fewer than 85 people.

**NOTE: Catering is mandatory. The group organizer will select menu choices and timing of meals with the Manager, Food Services and Catering. Occasional exceptions may be made for groups of 20 people or less renting the Longhouse.**

- Gas Campfire (\$15/day) Date \_\_\_\_\_
- DVD and TV (\$30/day) Date \_\_\_\_\_
- Flip Chart/Paper (\$10/day) Date \_\_\_\_\_
- Media Room (1-4hrs \$75, 4-8hrs \$125) Date \_\_\_\_\_

Please check each box below acknowledging that you have read, understand and agree with each statement.

- Cancellation Policy: A full refund will be given, less a \$75 administration fee if notice of cancellation is received at least 12 weeks prior to the booking date. If notice is received less than 12 weeks prior to booking, NO refund will be issued. Deposits are non-transferable.
- Initial deposit is due when reservations are confirmed with the Facilities Coordinator. Your booking is not confirmed until payment and a signed copy of this contract have been received. Deposit amounts vary depending on the number of nights booked and facilities reserved. Final payments for rental and catering are due within 30 days of booked dates.
- Your group's arrival time must be confirmed with the office to avoid conflict with other user groups, to ensure we have the site ready for you and so the staff or Caretaker may issue your keys.

- The Camp Caretaker lives off-site. If the office is closed when you check in, please call the Caretaker's number 604 790-4051. When the Alexandra Neighbourhood House office is closed, the Caretaker is available should you need assistance with building and/or grounds concerns, including equipment and janitorial supplies. After 11pm the Caretaker is available for emergencies only.
- Appoint a coordinator from within your group to be responsible for issuing keys to your group members and to collect them when you check out. The \$350 key/damage deposit is held for one week and will only be refunded or destroyed when all keys are returned and the facilities, equipment and grounds have been checked for damage. Please note: facilities must be left in order as detailed in your rental package.
- For your safety and security your group should lock the main doors of all the buildings when they are not in use. LOCK all buildings at night. The washrooms located in the Administration building are coded. Obtain code from the Facilities Coordinator or Caretaker.
- Rental groups must bring their own bedding and towels.
- First Aid: Rental groups are required to bring their own first aid kits and medical supplies. The organizer must appoint a person to attend to any emergency/accident that may occur during your stay at Alexandra Neighbourhood House Retreat and Conference Centre.
- Please report any incidents/accidents immediately to the office staff during business hours or to the Caretaker when the office is closed.
- The facilities and grounds may be booked out to more than one group at the same time. If you require the grounds for a special event please let the Facilities Coordinator know in advance so arrangements can be made and the other rental groups can be informed of your needs.
- Alcohol and Drug Policies: Renters/user groups are required to comply with all laws and by-laws pertaining to the use of alcohol and drugs. WITHOUT EXCEPTION, any group that fails to comply with these requirements will no longer be able to use space provided and/or managed by Alexandra Neighbourhood House.
- Groups must have adequate adult supervision at all times for all minor participants.
- Grounds, facilities and equipment must be maintained and left clean and tidy. *The person signing the rental contract is responsible for the care of all Alexandra Neighbourhood House's property and equipment and agrees to reimburse Alexandra Neighbourhood House for any damage or unreasonable cleaning that may be required due to the actions of your group. (It is your group's responsibility to do your room setup and also to put furniture and equipment away after use.) Replacement cost also includes labour costs incurred to repair or replace the damaged item(s).*
- The Fraser Health Authority Environmental Health Department prohibits pets on the grounds or in the buildings at any time. NO pets.
- Surrey noise by-laws prohibit music/loud noise before 8am and after 10pm. This bylaw is strictly enforced.
- Fire regulations restrict the use of tapered candles. Candles may be used only in jar-like containers.
- The campfire pit is gas operated and is shared by all rental groups. Staff/caretakers will instruct the group organizer on its operation. There is a fee for use of the gas campfire.
- Use presto logs only in the fireplaces located inside buildings. Please ensure the damper is open when lighting the fireplace.
- Renters are responsible for both indoor and outdoor decorating and removal of same.

### LIABILITY INFORMATION

- 1) The Renter (named below) covenants and agrees that during the use and occupation of Alexandra Neighbourhood House (Camp Alexandra Retreat and Conference Centre) buildings and grounds, (collectively referred to as Alexandra Neighbourhood House and/or the Association of Neighbourhood Houses of BC), it will indemnify and save harmless Alexandra Neighbourhood House from and against any and all liability, losses, claims, costs, and judgments resulting from injury or damage to any person, persons, or property as a result of its use in occupation of Alexandra Neighbourhood House, directly or indirectly as herein set out, for, and of the acts of its guests, workers, members or agents.
- 2) Alexandra Neighbourhood House does not assume responsibility for any loss of renters' and users' belongings or damage to renters' and users' vehicles while parked around the perimeter of Alexandra Neighbourhood House.
- 3) The Renter is responsible for any loss or damage to the property of Alexandra Neighbourhood House either during the said rental period and the renter agrees to be billed for same even if not personally responsible for the loss or damage.

Please return to:  
 Alexandra Neighbourhood House  
 2916 McBride Avenue, Crescent Beach  
 Surrey, BC V4A 3G2

1, 2, 3, Initial Please: \_\_\_\_\_



## ACKNOWLEDGEMENT

The preceding points are in place to ensure that your group has a safe, enjoyable and productive stay with us at Alexandra Neighbourhood House. Your compliance with these rules allows us to keep fees reasonable and to provide quality service to your group.

I have read through this contract/agreement, agree to it, and will ensure that my group is aware of the regulations and requirements as set out on the previous pages.

\_\_\_\_\_  
Signature by Group Organizer (must be over 19 years of age)

Date of signing: \_\_\_\_\_

Please print name in full: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Enclosed is my deposit in the amount of \$ \_\_\_\_\_

### For Office Use Only

Date Contract/Agreement received \_\_\_\_\_

Amount of Deposit \_\_\_\_\_ Receipt # \_\_\_\_\_

Facilities Reserved \_\_\_\_\_ Invoice # \_\_\_\_\_

Please return to:  
**Alexandra Neighbourhood House**  
**2916 McBride Avenue, Crescent Beach**  
**Surrey, BC V4A 3G2**

**Phone: 604-535-0015 ext 231 Fax: 604-535-2720**

Your booking is confirmed when Alexandra Neighbourhood House Retreat and Conference Centre has received this signed acknowledgement along with your rental deposit.

## CAMP ALEXANDRA CATERING MENU

The Group Coordinator must select one menu item for the group for each meal, specify the number of meals required and the date of each meal and return the completed form to the Camp Catering Manager a minimum of five working days prior to arrival at Camp Alexandra. Minimum catering costs are based on this number.

	✓ <u>Tick</u> <u>Choice</u>	<u># of Meals</u>		<u>Date of</u> <u>Meal</u>
		<u>Adult</u>	<u>Child</u>	
<b>BREAKFAST</b> (Includes assorted cold cereals, yogurt and fresh fruit) <b>Adult: \$10 Child \$8</b>				
French Toast or Pancakes with maple syrup and sausage or bacon				
Veggie Scramble with tofu, fresh vegetables, potatoes and toast				
Cheddar and Herb Scrambled Eggs with toast and sausage or bacon				
Frittata (baked omelet) with toast and sausage or bacon				
Continental Breakfast with pastries, bagels, croissants and scones with preserves				
<b>* LUNCH</b> (Include your choice of soup or salad and a dessert on next page) <b>Adult: \$11 Child \$9</b>				
Assorted Sandwiches & Wraps: deli roast beef, turkey, ham, vegetarian & egg salad				
Classic Quiche: ham, swiss cheese, onions or vegetarian (onion, feta, sun dried tomatoes)				
Spanokopita: spinach, feta cheese in a light crispy pastry				
Chicken Caesar Pita Pocket: tender chicken, fresh cucumber, lettuce, Caesar dressing				
Hearty Country Chili served with garlic toast : meat or vegetarian				
<b>DINNER</b> (Include your choice of salad, side dish, vegetable & dessert on next page) <b>Adult: \$18.00 Child \$14.00</b>				
Tender Chicken Breasts: teriyaki sesame, curried mango, caribbean jerk or lemon & herb				
Vegetarian Lasagna: (Meat option also available) served with fresh vegetables smothered in tomato sauce and Italian style cheeses				
Sunset Pasta; penne pasta with meat, alfredo or primavera sauce served with a variety of fresh breads.				
Souvlaki – Chicken, beef or pork. Two marinated skewers served with pita bread and tzatziki				
Old Fashioned Roast Beef: slow roasted, crusted with dijon mustard and cracked pepper, served with rolls				
Salmon Dinner: herb baked or BBQ. (Please add \$2/person for this selection)				
Children’s Favorite: baked chicken fingers served with oven-baked fries, cut fresh veggies and choice of salad				
* Brunches by request. Please contact the Caterer.				



## A LA CARTE MENU

For lunch and dinner selection, please choose **one** type of soup - **OR** salad - **OR** vegetable, and one dessert

	✓ Tick Choice	# of Meals		Date of Meal
		Adult	Child	
<b>SOUPS</b> (Served for lunch only)				
Beef or vegetable barley				
Roasted red pepper				
Thai curry chicken				
Chicken noodle				
Gingered carrot				
Split pea with ham				
<b>FRESH SALADS</b>				
Tossed green salad				
Marinated broccoli & cauliflower salad				
Spinach salad				
Caesar salad				
Thai noodle salad				
Coleslaw				
<b>SIDE DISHES</b>				
Rice (jasmine or basmati)				
Rice pilaf				
Oven roasted herb potatoes				
Scalloped potatoes				
Garlic mashed potatoes				
Oven baked fries (potato wedges)				
<b>VEGETABLES</b>				
Sautéed green beans				
Honey and ginger glazed carrots				
Variety of fresh cut raw veggies				
Grilled zucchini, peppers and onions				
Broccoli or cauliflower with seasoning				
Grilled or steamed asparagus (in season)				
<b>DESSERTS</b>				
Sorbet and biscuit				
Fruit crisp a la mode				
Home baked cookies				
Lemon squares OR homemade granola bars				
Baked fruit loaf				
Fresh fruit platter				



## APPETIZERS, COFFEE BREAKS, SNACKS

### APPETIZERS

Guests may choose any number of appetizers for an additional \$3.00 per person charge.

	✓ Tick Choice	# of Meals		Date of Meal
		Adult	Child	
Fresh veggie tray with two dips				
Hot spinach and artichoke dip with tortilla chips				
Creamy spinach dip with breads and crackers				
Cheese platter: assorted cheeses and a variety of crackers				
Mediterranean hummous, tzatziki and pita bread				
Fresh fruit platter				
<b>COFFEE BREAK    Adult: \$4.50    Child \$4.00</b>				
Coffee Breaks include coffee, an assortment of teas, hot chocolate and juice				
Homemade savory or fruit scones				
Assorted fresh muffins				
A variety of baked cookies				
Home-baked squares or loaves				
Home made granola bars				

### WEDDING & EVENT DINNERS    Adult: \$35/person, Child (4-12) \$25/person, cake cutting/serving: \$1/person

- Maximum catering service in a tent setting is 120 people. (Tent, tables and chairs supplied by renter).
- Maximum catering service in the Lodge Dining Hall is 80 people.

Name of Rental Group: \_\_\_\_\_

Name of Group Organizer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Number of People Attending:    Adults \_\_\_\_\_    Children \_\_\_\_\_

Invoice Number: \_\_\_\_\_    Date of Booking: \_\_\_\_\_

Please Note:

- The minimum charge for catering service is 16 people.
- The Youth Menu applies to children age 4 to 12.
- Special dietary requests may incur additional charges.
- All meals are served buffet style and include selected juices, water, coffee, assorted teas and dessert. Breakfast is served from 8am to 9am, lunch is served from 12 noon to 1pm and dinner is served from 5pm to 6:30pm
- A deposit totaling 50% of the estimated food service cost is required 15 days in advance of booking date.
- Final payment is required within 30 days of departure.
- We encourage participants to bring their own mugs to use when out and about the grounds.
- Catering Manager Phone: 604 535-0015 ext 228    e-mail [sbuttner@alexhouse.net](mailto:sbuttner@alexhouse.net)
- Alexandra Neighbourhood House: Phone: 604-535-0015    Fax: 604-535-2720

Please return menu choices to:  
**Alexandra Neighbourhood House**  
**2916 McBride Avenue, Crescent Beach**  
**Surrey, BC V4A 3G2**

