

## **Special Events Frequently Asked Questions**

### **Who do we speak to if we have question about renting the facilities?**

Please contact the Camp Manitou office at 204-837-4508 or email [campmanitou@truenorth.mb.ca](mailto:campmanitou@truenorth.mb.ca)

### **Which locations at Camp Manitou are available to rent?**

All of our facilities are available for rent at Camp Manitou. We have a kitchen, dining hall, sleeping accommodation for 68, a 3,000 quart foot multi-purpose facility, 28 acres of outdoor space, and a pool all available for rent.

### **How far in advance do we need to book?**

We would recommend 4-6 months in advance. Please check out our website at [www.campmanitou.mb.ca](http://www.campmanitou.mb.ca) for our availability calendar.

### **What is included in my rental?**

When you rent Camp Manitou for the weekend you have 24 hour access to our facilities, including the kitchen, sleeping quarters, dining hall, banquet hall and outdoor space. Event staff is required for your reception at an additional cost. Catering and cleaning are also available for an additional cost. Rentals at Camp Manitou run from Friday evening until Sunday late afternoon.

### **What is your cancellation policy?**

If you have to cancel, please contact us as soon as possible. Your deposit will be non-refundable.

### **How many hours do I get use of the facility?**

Your weekend rental is for two nights, from Friday evening until Sunday late afternoon. If you require additional time this will need to be discussed at the time of your booking. Camp Manitou must be rented out on the weekends for a minimum of two nights.

### **Will anything else be going on at the camp during my event?**

For weekend bookings there is only one booking at a time. You are guaranteed to have the entirety of the camp to yourself.

### **What are your minimum and maximum capacities?**

Camp Manitou has both a dining hall with attached kitchen and a separate multi-purpose banquet facility. The Kinsmen Lodge dining hall has a standing capacity of 140 people and sleeping accommodations for 68 people in bunk beds; while the John Bock Friendship Centre multi-purpose area is 3,000 square feet and has a standing capacity of 250 people.

### **Can we put a hold on a date?**

We cannot hold any dates without a deposit. Once we received a signed rental agreement and deposit from you, your date is guaranteed.

### What kind of events can you hold at Camp Manitou?

Any event that you are interested in hosting, Camp Manitou can accommodate! We can host everything from corporate retreats, family reunions, conferences, school groups, graduations, safe grad, and much more!

### Can I put up a tent or park an RV at Camp Manitou?

Event tents and personal overnight tents are both welcome at Camp Manitou. Please discuss this with us at the time of your booking as to the location of the tents. Unfortunately, we do not have the space to park RVs at this time.

### Can we hold a dance at Camp Manitou?

Yes! John Bock Friendship Centre is a 3,000 square foot facility that can accommodate up to 350 people.

### When do we need to make final arrangements regarding timing, set up and details?

At your time of booking we will work with you on timing and set up details.

### Can I host a safe grad or graduation ceremony?

Yes! John Bock Friendship Centre is a 3,000 square foot facility that can accommodate up to 350 people. As well, there is 28 acres of outdoor space with a variety of outdoor sites for ceremonies. There is also the Kinsmen Lodge which can sit up to 150 people for meals and has an attached kitchen and sleeping accommodation for up to 68 people.

## Fees

### What are the fees to hold our event at Camp Manitou?

A weekend rental at Camp Manitou (Friday-Sunday) is \$3000 inclusive of a \$1500 non-refundable deposit.

### How much is the initial deposit?

The initial deposit is \$1500, which is then applied to your final invoice.

### What is included in the price?

Included in the price of rental is 24 hour access to the Kinsmen Lodge dining hall, kitchen, and sleeping accommodations for 68 in bunk beds, 3,000 square foot John Bock Friendship Centre and multi-purpose facility, Camp Manitou's grounds as well as some activity equipment.

### Are there any hidden fees for additional services that I should know about?

Event staff is mandatory and are hired at an additional cost. Catering, cleaning, and lifeguards can be hired for an additional cost as well, if requested.

### Do you accept credit cards for payments?

We accept cash, credit card, money order, or cheque for payment.

### Is there a required pre-payment plan and when is the final payment due?

A deposit of \$1500 is required to secure your booking. The final payment is due upon arrival.

### Do you have a corkage fee and do I require a Manitoba Liquor Control Commission permit?

There is no corkage fee. You will require a Manitoba Liquor Control Commission permit. Please contact your nearest liquor store for a permit.

### Can I have a cash bar?

You may. Please make sure to obtain the correct liquor permit.

## Services Provided

### Am I responsible for setting up my event décor?

Yes. Camp Manitou is not responsible for set up or tear down of your event.

### What size are the tables in the hall and how many guests fit at a table?

The tables in the Kinsmen Lodge are 8 feet in length and there are a total of 15 tables, they can fit 8-10 people. There are 175 chairs in the lodge as well.

In the John Bock Friendship Centre there is another 5 tables that are each 8 feet long, and 15 round tables that sit 8 people each. There is also 145 chairs.

### Do you provide any linen, chair covers or table runners?

No. Camp Manitou does not offer any linen for rent.

### Do you have any décor we can use?

No. Please bring with you any décor that you may need. Please refrain from taping, tacking, or nailing decorations to walls.

### Are there any power sources outside?

We do not have external power sources on the outside of our buildings.

### Do you have any type of sound system available to use/rent?

No. Camp Manitou does not have any type of sound system.

### Is there Wi-Fi available at your facilities?

There is Wi-Fi available in the main Kinsmen lodge, but does not reach the other areas of camp, including the John Bock Friendship Centre.

## Food & Beverage

### Can we bring in our own alcohol or food?

Yes. Please bring all food or beverages with you that you wish to have. We can provide catering for an additional fee if you wish. Please make sure to obtain a liquor permit for any alcohol that will be onsite for the entire weekend.

### Do you provide any food or beverage services?

Catering is available for an additional fee.

## Facilities & Grounds

### Can I take photos of the grounds beforehand?

Of course! Please contact us to set up a time to come out.

### Can I get an overview map of Camp Manitou?

We have overview maps available. Please contact us.

### Can guests stay overnight?

Overnight stays are included in your rental. Camp Manitou's Kinsmen Lodge can accommodate up to 68 people in rooms of 4, with a medium sized room that can accommodate 8 and one large room for up to 20 people. You are also welcome to tent on the grounds. No RVs please.

### What hotels and other accommodations are nearby?

Camp Manitou is located only 10 minutes from the Perimeter of Winnipeg.

### Is Camp Manitou wheelchair accessible?

Camp Manitou facilities are all wheelchair accessible.

### How far is Camp Manitou from the city?

Camp Manitou is 25 minutes from downtown Winnipeg and only 3 minutes from Assiniboia Downs.

### Do you have pictures or room layouts to view various room set ups?

Please look at our website for our photos and room layouts [www.campmanitou.mb.ca](http://www.campmanitou.mb.ca)

### Where can guests park?

There is parking available at Camp Manitou beside the Kinsmen Lodge.

### Is there a smoking area?

Smoking on Camp Manitou property is only allowed in the designated smoking area at the North East corner of the lodge. All cigarettes butts must be disposed of in smoking receptacles; any smoking paraphernalia left on camp grounds will be charged a cleaning fee.

### Is there a dance floor?

There is no official dance floor at Camp Manitou. Although, John Bock Friendship Centre is 3,000 square feet and offers lots of space for dancing.

### Do you provide any staff for an event?

Camp Manitou can provide staff for your event for an additional fee. True North Event staff is mandatory for a wedding reception.

### Is there a Manager on-site during an event?

Event staff is mandatory at all large events that include alcohol at Camp Manitou. They will be on-site for your event and are provided at an additional fee. Camp Manitou also provides you with an on call cellphone number that you can use for the entirety of the weekend for emergency purposes.

### Are there any restrictions on how we decorate?

Please refrain from taping, pinning, or nailing decorations to the walls of our facilities. Please make sure all of your decorations are removed after your event.

### Can we store items at Camp Manitou before and after the event?

Unfortunately, because of limited space and other activities going on, you cannot store anything at Camp Manitou until your rental time frame begins, and all items must be removed before your rental ends.

### Is there a safe place to put valuables or coats for the day?

Due to the nature of our site, there are unfortunately no locking doors on site that are available for rentals.

### What do we do if we have maintenance or other problems?

For all weekend rentals at Camp Manitou we have a maintenance person on call.

### What is available for use in the Lodge kitchen?

The Kinsmen Lodge kitchen is fully equipped for rentals with a large refrigerator, a deep freezer, a commercial range and grill, two ovens and six elements, a commercial convection oven, a commercial dishwasher and a microwave. Casual table settings and other dishware and cutlery are also available.