

# Ko-Wa-Kan Reservation Form

**Camp Ko-Wa-Kan** is an American Camp Association (ACA) accredited camp. All groups staying here must sign a Group Agreement form and comply with KoWaKan policies. Once we have your reservation & deposit, we will proceed to acquire the necessary permits, staff, or other needs for you as requested. We will work with your group leader (as named below) in sharing information and requests related to schedule, permits, program, group covenants, goals, health needs, and more to help you realize a safe and memorable experience!



**Please complete this Reservation Form**, sign where indicated, and return it to the Kowakan Office with your deposit. Please also check below – the option for services you request & complete the related Services Form (found on the following pages indicated below:

- Full Package /Guide-led BWCA - Deposit \$288 for each permit group (every 8 people) - Complete Page 2
- Base Camp at Ko-Wa-Kan - Deposit of 30% of total estimated cost – Complete Page 3
- Itemized Rentals only – Deposit of \$50 /or “Paid in Full” in advance - Complete Page 4

We will accept these forms via regular mail to our winter office at the address below or email with your “electronic signature”. We recommend that you also copy your own email address to have a copy. We will provide written copies when requested or necessary and will ask the same of you (such as in health history forms).

**IMPORTANT: Your initial reservation & permits will be held ONLY after this completed RESERVATION FORM & Non-Refundable Deposit is received.** Your deposit should be made payable to Ko-Wa-Kan Adventures. Note: ONLY \$250 of your deposit is transferable if your group cancels on Full Package groups.

**Please make a Reservation for** (Group Name) \_\_\_\_\_

Group Leader’s Name \_\_\_\_\_

**TWO** phone numbers needed \_\_\_\_\_ and \_\_\_\_\_

Mail address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Group Insurance Policy # \_\_\_\_\_

**Leader’s Signature** **X** \_\_\_\_\_ **Date** \_\_\_\_\_

Be sure to indicate which program option you want (above) and complete the related form for that option.

**NOTE:** Once we have received your reservation and deposit, you will receive additional information from our winter office –15752 County Rd 181 Paynesville, MN 56362

We will be in contact over the next few months in preparation of your visit and adventure. For questions:

Email us at [kowakanadventures@gmail.com](mailto:kowakanadventures@gmail.com)

KoWaKan Adventures Winter phone - 240-394-KWKN (5956)

Summer Phone – 218-365-2221 June-Aug

Please visit our website at:

[www.kowakanadventures.org](http://www.kowakanadventures.org)

**Thanks for choosing KoWaKan Adventures!**

*A ministry of the United Methodist Church*

## Full Package / Guide-Led BWCA Adventure Trips

**Your package** includes: A trained guide, all group equipment/gear, food package, emergency SPOT safety signal device, US Forest Svc. permits for each group, plus drop off and pick up of equipment & canoes at entry point(s). Your first night stay at Ko-Wa-Kan which includes supper, special orientation, packing, final routing, and final preparations counts as one night in your package. **All arrivals are at Camp Ko-Wa-Kan.**

### **To make your RESERVATION – please complete the following:**

1) Trip dates (1<sup>st</sup> choice) \_\_\_\_\_ (2<sup>nd</sup> choice) \_\_\_\_\_  
Arrive / Depart Arrive / Depart

2) People you are planning for \_\_\_\_\_ Adults \_\_\_\_\_ Youth Total # \_\_\_\_\_

\_\_\_\_\_ # of BWCA Permit Groups you want reserved based on your group promotions  
(Maximum of 8 per group / plus KWK guide)

3) Choose your Canoe Package: (Outside of your canoe choice, all gear is the same)

	<u>Peak Season</u>	<u>Non-Peak Season</u>
	July 15-Aug 15	All other dates

A) \_\_\_\_\_ Standard Aluminum \$53 night (ea) \$49 night (ea)

B) \_\_\_\_\_ Ultra-lite \$65 night (ea) \$59 night (ea)

4) \_\_\_\_\_ Number of nights staying at both Ko-Wa-Kan & BWCA

5) Alt. Ldr. #1 \_\_\_\_\_ Phone \_\_\_\_\_

Alt. Ldr. #2 \_\_\_\_\_ Phone \_\_\_\_\_



**Note:** For permit purposes alternate leaders are required in case the main leader is not able to pick up the permit. The forest service will only release permits to a group leader or alternate leader named on the permit.

All package rates are “per person – per night”. The total cost is calculated by the # of people X # of nights stayed X the Canoe package chosen / plus Forest Svc. fees.

We will provide an Initial Services Agreement with an estimate cost for your trip based on the numbers you provide above. As you recruit and arrive at your final numbers prior to your trip, we will adjust your Services Agreement, to more accurately represent your final costs. A final adjustment will be made upon your arrival at Camp Ko-Wa-Kan.

**A Non-refundable deposit of \$288 for EACH permit group is required to hold your reservation**

**A final payment is required after your Adjusted Service Agreement is received /prior to your arrival at Ko-Wa-Kan. We will work with you to make any final adjustments needed.**

**Permit Group Policies & Fees** BWCA U.S. Forest Service policy allows a max # of 9 people in each permit group. KWK Guides must be included when calculating your permits and Forest Svc. fees.

- Group Permits – Our reservation fee includes a \$10 fee for each group permit we make with the BWCA - PLUS \$16 for each adult (18 yrs and older) / \$8 for each youth (17 & under).
- We require a minimum of 5 in any “permit group” - not including the KWK guide.
- We require that you provide an adult to serve as a co-leader for each permit group

**X** \_\_\_\_\_ Signature (typing your name here for email response is accepted)

Your signature here, along with your deposit of \$288 for each Permit Group requested will complete your reservation and allow us to begin preparations for your adventure next summer!

## **Ko-Wa-Kan Base Camp Packages / Rentals Includes:**

- Full Camp usage – use of nature trails, fire ring, outdoor showers, lake, dock
- KWK Tents with tent site or (platform tent to sleep in, as available)
- Camp equipment such as standard aluminum canoes, paddles, PFDs (For onsite usage or day trips only)
- On-site kitchen areas/equipment to prepare your own food.
- Additional Services & Equipment rentals for overnight trips available (See Rentals on page 4)



### **You will receive a full orientation to the camp upon your arrival.**

Your group will need to Provide for or be Responsible for the following:

- Supervisory support staff for your group.
- Food/beverages plus Clean-up of camp equipment, facilities, and area. .
- No swimming permitted without our staff certified lifeguard present.

Lifeguarding can be arranged and will be charged @ \$17.00 hour; please negotiate time and hours with staff.

Additional staff support available by advanced request and as available:

- Program leadership / nature education / guided day trips into the BWCA / guided hiking trips / campfires / initiative games / teaching of camp skills / worship leadership
- Deliveries & Pick-ups to & from canoe entry points

Please indicate below if you are interested in any level of staff support. You will be contacted for more detail.

### **To Reserve your Dates & Package Options – Complete the form below**

Your Camp Dates \_\_\_\_\_ / \_\_\_\_\_  
ARRIVAL DATE & TIME DEPARTURE DATE & TIME

Group size # of \_\_\_\_\_ adults \_\_\_\_\_ youth (13-17) \_\_\_\_\_ children (4-12)  
Children 3 and under are free

**Indicate below your Usage Request for Camp Ko-Wa-Kan for the dates listed above**

### **KWK “Base Camp” Package rates per person per night or full day (for site use)**

Prices shown are for peak season, July 15 – Aug 15 / Off-peak dates receive 10% discount

**Full Base Camp package** - includes full site usage, equipment needs, complete food package (3 meals per full day), staff (program support), and 1 day trip into the BWCA. You will need to provide appropriate adult supervision/counseling staff. Rate @ \$45.00 per night/per person

**Lead Your Own Base Camp package** – includes itemized services as shown below. You would be responsible for food purchase, cooking, camper supervision/counseling, and programming. Options for KWK staff support listed below.

\_\_\_\_\_ Site Use (with KWK tents) @ \$15.00 per night/or full day (dates and cost to be confirmed)

\_\_\_\_\_ Lifeguard needed @ \$17.00 /hour (check if want to be contacted about this option)

\_\_\_\_\_ Staff program support @ \$12.50 hour (check if want to be contacted about this option)

Estimated Total \$ amount due: \_\_\_\_\_

**Want to spend the Night ONLY?** Before entering the BWCA (10% discount for Off-Peak dates)

- Platform tents / with cots @ \$10.00 per person (\$9 x # people \_\_\_\_\_ = \_\_\_\_\_)
- In your own tents/or day usage @ \$6.00 per person (\$6 x # people \_\_\_\_\_ = \_\_\_\_\_)

**Non-refundable deposit of 25% of total will be required to hold your reservation, final payment due 2 weeks prior to your camping dates.**

# ☐ Itemized Rentals

When equipment is needed \_\_\_\_\_ / \_\_\_\_\_  
 PICKUP DATE & TIME / RETURN DATE & TIME

**Includes Equipment Rentals only;** Prices shown are for peak season, July 15 – Aug 15.

For all other dates a 10% discount is applied. All your rental dates must be outside of our peak season for this

Gear (Per Night unless indicated otherwise)	Rate Peak	# Needed	# Nights	Total \$
Food Package (3 meals per person per day)	\$26.00			
Aluminum Canoes	\$20.00			
Lite (Old Town Royale) Canoes	\$25.00			
Ultra-lite (Kevlar) Canoes	\$40.00			
Canoe Paddles	\$1.50			
Life Jackets (PFD)	\$1.50			
6-person Tents	\$16.00			
4-person Tents	\$13.50			
Gear Packs	\$5.00			
Food Pack with 2-30L Barrels	\$6.00			
First Aid Kits (each kit for 9)	\$6.00			
Cook Kits (pots, pans, utensils / enough for entire permit group)	\$12.00			
Water Filter (with 1 bottle)	\$5.50			
Single Burner MSR Stove/fuel	\$6.00			
● Tarps	\$3.00			
Camp Saw	\$1.50			
Delivery/Pick up charges calculated per mile as described below	<70 \$ 0.75 mile >70 \$ 1.10 mile			
<b>Total Group Cost - \$</b>				
<b>Note: You must reserve your own BWCA permits</b>				

- To Reserve & Hold your equipment rental a **\$50 minimum deposit** must be received
- To Receive your equipment, full payment of the reserved \$ dollar amount must be paid in advance
- Adjustments can be made (as equipment available) at pick-up time. A final voucher will be made with payment due upon return

<b>Drop-Off / Pick-Up RATES</b>	< 70 miles - cost per mile = \$0.75 (based in total miles)
	> 70 miles - cost per mile = \$1.10 " "
Your Entry Point _____	
Miles from Ko-Wa-Kan _____	
Delivery Date _____	Time _____
Pick-Up Date _____	Time _____

