

# OVERNIGHT SPECIAL EVENT PROGRAMMING

2011

## OVERVIEW

Our priority is to ensure a safe and memorable stay for you and your group at Fort Henry. The following document is provided to you to ensure your overnight stay will be enjoyable.

**NOTE: Persons under 18 years of age must be accompanied by someone 18 or older who is occupying the room.**

## ACCOMMODATIONS

Choose from one of four room locations for your party:



<b>PRIVATE DOUBLE ROOM Curtain Wall</b>	<b>PRIVATE TWIN ROOM</b>	<b>FAMILY ROOM East Wall</b>	<b>GROUP ROOM East Wall Flagpole</b>
<b>RATE: \$100.00 + HST \$50.00 per person (maximum: 2 persons)</b>	<b>RATE: \$100.00 + HST \$50.00 per person (maximum: 2 persons)</b>	<b>RATE: \$50.00/person + HST (maximum: 6 persons)</b>	<b>RATE: \$40.00/person + HST (minimum: 10 persons maximum: 13 persons)</b>
<b>AMENITIES:</b> <ul style="list-style-type: none"> <li>• 1 queen bed/mattress</li> <li>• table</li> <li>• lamp</li> <li>• rug</li> <li>• curtains</li> <li>• clock</li> <li>• parking</li> <li>• heater</li> <li>• kitchen access</li> </ul>	<b>AMENITIES:</b> <ul style="list-style-type: none"> <li>• 2 single cots/mattresses</li> <li>• table</li> <li>• lamp</li> <li>• rug</li> <li>• curtains</li> <li>• clock</li> <li>• parking</li> <li>• heater</li> <li>• kitchen access</li> </ul>	<b>AMENITIES:</b> <ul style="list-style-type: none"> <li>• 1 queen bed/mattress</li> <li>• 4 single cots/mattresses</li> <li>• mattresses</li> <li>• table</li> <li>• lamp</li> <li>• rug</li> <li>• curtains</li> <li>• clock</li> <li>• parking</li> <li>• heater</li> <li>• kitchen access</li> </ul>	<b>AMENITIES:</b> <ul style="list-style-type: none"> <li>• 13 single cots/mattresses</li> <li>• table</li> <li>• lamp</li> <li>• rug</li> <li>• curtains</li> <li>• clock</li> <li>• parking</li> <li>• heater</li> <li>• kitchen access</li> </ul>

**Check in time: 5:00 P.M. ♦ Check out time: 11:00 A.M.**

- > *A credit card number is required to reserve a room as any damages found after your stay will be charged accordingly.*
- > *All reservations must be paid in advance of booking and are non-refundable.*
- > *ALL MEMBERS OF YOUR GROUP WILL BE REQUIRED TO PURCHASE **COMBO** TICKETS TO THE SPECIAL EVENT.*
- > *The Fort Henry 2011 event schedule can be found at [www.forthenry.com](http://www.forthenry.com).*

<b>EVENT</b>	<b>EVENT DATE(S)</b>
Sunset Ceremony	Wednesday Evenings - June 29 to August 31
Night at the Proms	Saturday July 16
Fort Henry Tattoo	Saturday July 23
U.S. Marine Corps Joint Ceremonial	Saturday and Sunday, August 20 and 21
Fort Fright	Wednesday to Saturday September 21 to October 29
<b>OTHER DATES AS AVAILABLE</b>	



## **THINGS YOU WILL NEED TO BRING**

- sleeping bag
- pillow
- towel/toiletries if you wish to access our semi-private shower facility
- cards, board games, books for your enjoyment within your room

### ***PLEASE NOTE:***

*These accommodations are very rustic and are meant to offer you a period interpretation of life at an 1860's military site and do not have the amenities of a modern hotel facility. Each room will have limited electrical access. **Cellular telephone service can be impacted by the thick limestone walls.***

## **INFORMATION**

The following list is provided to you to ensure your overnight programming is as safe as possible. All overnight rooms are located within the lower fort (main fort).

### **LOWER FORT LOCATION:**

**IN THE EVENT OF A FIRE, GROUP LEADERS MUST HAVE THEIR MEMBERS IMMEDIATELY LEAVE THEIR ROOMS AND MOVE TOWARDS THE PARADE SQUARE. AFTER ENSURING THAT YOUR ENTIRE GROUP IS PRESENT AND ACCOUNTED FOR, ALL MEMBERS ARE TO PROGRESS TO THE UPPER FORT AND REPORT TO THE SECURITY GUARD ON DUTY.**

### **1. SAFETY**

Each overnight room in the lower fort is equipped with a thermostat, fire extinguisher, smoke detector, and carbon monoxide detector. In the event of a fire evacuate the room immediately. There are two "Pull Stations" situated in each passageway on the North wall of the Fort. Please instruct your group members not to tamper with the stations and please be advised that in the case of a false fire alarm, the \$1,000.00 fine charged by the City of Kingston will be passed on to the group responsible for payment.

### **2. SECURITY**

Your group will be assigned an Overnight Room for the duration of your stay. Security guards and other clients are not permitted entrance to this area once the site has closed at 10:00 P.M. However, security and other clients may be permitted joint use of the lower and upper fort with exception to the Overnight rooms themselves. Other clients on site include walk-in visitors, banquet guests, and other overnight groups.

### **3. FIRST AID**

The First Aid room is located in the Advanced Battery on the West wall. Should you require its use please contact security.

### **4. RESTRICTED AREAS**

The following areas are off limits to overnight guests. Failure to comply with these restrictions will result in the immediate ejection of the entire group.

- Reverse Fire Chambers (underground rooms)
- Ramparts (upper wall areas)

### **5. RULES**

- Absolutely no climbing on any walls or guns. The Fort is entirely surrounded by twenty to forty foot ditches that are an extreme falling hazard.
- No running in the Fort.
- No vehicles are permitted inside the Fort.
- Vehicles must be parked only in designated parking areas.
- No pets allowed.

- No firearms or weapons of any kind are permitted on site.
- All locked doors are to be left locked and untouched.
- No alcoholic beverages are permitted on site.
- Smoking may only occur in designated areas.
- Music and noise must be kept to a minimum **AFTER 11:00 P.M.** every night.
- Rooms and additional facilities must be kept clean and undamaged. Additional charges will incur if standards are not kept.
- ABSOLUTELY NO CANDLES OR OPEN FLAMES PERMITTED IN THE ROOMS.
- ANY GRAFFITI WILL RESULT IN THE COSTS OF CONSERVATION REPAIRS, AS WELL AS POSSIBLE CRIMINAL CHARGES.

## 6. WASHROOMS

The public washrooms are located along the North wall of the lower fort. As previously mentioned, other clients may be using the washrooms as well as your group. There are also limited shower spaces available. Please request a shower key from the security guard on duty if you wish to use the facilities, and return the key to security when finished.

*Please understand that Fort Henry National Historic Site of Canada is for all to enjoy. We ask your group, as we do other clients, to respect each other and ensure that no group is making excessive noise or being disruptive towards one another.*

## CHECK IN PROCESS

1. Arrive at Fort Henry anytime after 5:00 P.M. on the day of your stay.
2. Pick up your room key and package from the Fort Henry designate inside our garrison stores. A credit card must be available to act as a security deposit.
3. Check out by 11:00 A.M. Please drop off room keys to the on duty security guard on site.

**I HAVE READ AND AGREE TO THE ABOVE CONDITIONS AND WILL ENSURE THAT ALL MEMBERS OF MY PARTY OR GROUP WILL BEHAVE IN A SAFE AND RESPONSIBLE MANNER AND COMPLY WITH ALL RULES AND REGULATIONS ASSOCIATED WITH OVERNIGHT PROGRAMMING AT FORT HENRY.**

**ALL MEMBERS WILL STAY AWAY FROM ALL WALLS, TRENCHES, AND OTHER OUTLINED HAZARDS. WE RECOGNIZE THAT FORT HENRY IS AN AUTHENTIC NATIONAL HISTORIC SITE AND AS SUCH EXTRA CARE SHOULD BE TAKEN WHEN NAVIGATING THROUGH THE SITE.**

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NAME

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SIGNATURE

# **INDIVIDUAL LIABILITY WAIVER**

## **Fort Henry National Historic Site AND Family of Sponsors**

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Participant's Name: \_\_\_\_\_ **Age**

Address: \_\_\_\_\_  
\_\_\_\_\_ **Home Telephone No.**

Emergency Contact Name: \_\_\_\_\_ **Telephone No.**

Medical and  
Physical Conditions: \_\_\_\_\_

### **RELEASE/ INDEMNITY**

For good and valuable consideration, including permission to use the overnight facilities at Fort Henry National Historic Site (the "Site"), I agree as follows:

1. I certify that I am physically able to participate in the overnight experience and the related activities of the site. I understand that participating in this and related activities involve certain elements of risk and that accidents might occur while I participate in such activities.
2. I acknowledge that it is my responsibility to follow the Safety Rules and Regulations provided by the Site and to follow the direction of staff and security at the Site. I understand that failure to comply with these rules or directions, or my engaging in any inappropriate behaviour that results in injury to me or other participants will be my responsibility.
3. I agree that the St. Lawrence Parks Commission, Her Majesty the Queen in right of Canada, Her Majesty the Queen in right of Ontario and their respective officers, directors, employees, volunteers, agents, sponsors, advertisers, promoters, organizers, and owners or lessors of the Site (collectively, the "Released Parties") shall not be liable for any injury to me (including death) or loss or damage to my personal property arising out of, or in any way resulting from or connected with my attendance/participation at the Site or in any other way connected to my use of the facilities at the Site, unless such injury, loss or damage is solely caused by the negligence of any of the Released Parties.
4. I further agree to indemnify and hold harmless the Released Parties from any and all claims, demands, and causes of action, of any kind whatsoever, that may be made or initiated by, or on behalf of me arising out of or in respect of my participation in snow tubing at the Site or in any other way connected to my use of the facilities at the Site, unless such claim, demand or cause of action is solely the result of the Ministry's negligence.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARTICIPANT'S NAME**

*(please sign on line and print name here)*

\_\_\_\_\_  
**WITNESS' NAME**

*(please sign on line and print name here)*

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*Please note that any personal information (including health information) is being collected in accordance with section 5(1) of the St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, and only for the purposes of this release/indemnity and responding to an emergency.*