

**POLICIES AND PROCEDURES FOR KEATS CAMPS' RENTAL COTTAGES
(Homeport & Admiralty)**

KEATS ISLAND, BC (revised for June 2020)

The cottage will be available from **4:00 pm** on the arrival date.

Check out time is **10:30 am** on the departure date.

Please lock the cottage and return the keys to the lockbox as you leave.

POLICIES:

1. All cottage maintenance/clean-up is the responsibility of the user and is to be cleaned thoroughly before leaving for the next user group. Garbage is to be left outside in the bin that will be provided. **If additional cleaning is needed, a surcharge of \$200 will be billed to your credit card.**
2. All bookings shall be handled by the Keats Camps office at info@keatscamps.com
3. Rental fees are:
 - a. **Admiralty** (one Queen, 1 set of child bunk beds)
 - i. Monday - Friday \$500.00 + GST
 - ii. Friday - Sunday \$250.00 + GST
 - iii. Monday - Sunday \$750.00 + GST (\$850.00 + GST if including long weekend Mondays 3 August and 7 September)
 - iv. Friday - Monday \$350.00 + GST (available only on 31 July - 3 August and 4-7 September)
 - b. **Homeport** (one Queen)
 - i. Monday - Friday \$200.00 + GST
 - ii. Friday - Sunday \$100.00 + GST
 - iii. Monday - Sunday \$300.00 + GST ((\$350.00 + GST if including long weekend Mondays 3 August and 7 September)
 - iv. Friday - Monday \$150.00 + GST (available only on 31 July - 3 August and 4-7 September)
4. Bookings will be considered secure **only when confirmation of dates and full fees have been received by Keats Camps and receipt has been confirmed in writing by Keats Camps.**
5. Cancellation: As a courtesy to others desiring to use the cottage, Keats Camps should be notified of any cancellation as soon as possible, thus facilitating adequate notice for others desiring to use the cottage. **Only if the cottage can be rented to another will the fee be returned.**

USER GUIDELINES FOR KEATS CAMPS COTTAGE

1. TRANSPORTATION: Transport to and from the island shall be the responsibility of the persons using the cottage. It is possible to get to the island using BC Ferries:

First, take the ferry from Horseshoe Bay to Langdale. The schedule can be found at <https://www.bcferrries.com/schedules/mainland/vasc-current.php> Although this is a car and passenger ferry, the water taxi that runs from Langdale Ferry Terminal is foot-passenger only. Please consider this when making your travel plans.

Secondly, take the foot-passenger ferry (the Stormaway), which runs from the ferry terminal at Langdale to the Government Wharf at **Keats Landing (do not go to Eastbourne, as it is the other end of the island)**. The schedule can be found at <https://www.bcferrries.com/schedules/mainland/lgik-current.php> . Both cottages are located a short walk from the Gov't Wharf.

Alternatively, if you choose to drive on the first ferry, you can park in Gibsons and hire a water taxi to take you to and from Keats.

If you are bringing your own boat, please let us know in advance.

2. UPON ARRIVAL on the Island, if you do not know your way around please call the Caretaker (604.928.4440) and they will see to it that you get settled in.
3. SHOPPING ACCESS: The community of Gibsons, BC is about a mile across the water from Keats and has a full range of shopping, including a limited-schedule bus service to the shopping mall. Keats does not provide transport to Gibsons, but you can arrange a water taxi with either of the following companies:
 - a. Gibsons Harbour Ferry (604.741.3881 / <http://gibsonsharbourferry.ca/>)
 - b. Sunshine Coast Water Taxi (604.989.9990 / <http://sunshinecoastwatertaxi.ca/>)
4. FOOD: The securing of and transport of food supplies for the cottage user is the sole responsibility of the cottager user. **Please ensure that you bring enough food for the entire length of your stay or that you have your own plans for grocery shopping. Please do not leave food in the cottage when you depart.**

There is a once-a-week 'farmstand' from which cottage users may order. However, cottage users must make their own arrangements for the pickup of their order. Please see the link below for details of the 'farmstand' at Barnabas Provisions:

<https://barnabasgeneralstore.com/collections/provisions>

5. THE COTTAGES:

- a. **ADMIRALTY** is a two-bedroom home (one queen, 1 set of child's bunk beds) with a full bathtub, washer and dryer. There is also a full kitchen, including cookware.
 - b. **HOMEPORT** is a studio unit. It is equipped with a queen bed and full bathtub. There is a small cooktop, mini-fridge and toaster oven. Homeport has no laundry facility.
6. **BEDDING:** All guests must bring their own bed and bath linens, including blankets and/or sleeping bags. No bed or bath linens will be supplied by Keats Camps.
7. **CLEANING:** It is also expected that the cottage will be left clean and in order. Cottage users must empty and clean the fridge and wash the dishes prior to departure. **PLEASE DO NOT USE BLEACH IN THE COTTAGE AS IT IS HARD ON THE SEPTIC SYSTEM.** Please do not leave any items behind, including newspapers and magazines.
8. **PAPER SUPPLIES:** The cottage is **not** stocked with paper supplies (toilet paper, Kleenex, etc.) apart from what is left by the previous user. Please leave behind paper products such as toilet paper, paper towels that you bring so as to stock the cottage during the year.
9. **GARBAGE:** A bin with a lid has been provided outside your cottage. Please put any garbage in bags and put inside the bin, ensuring the lid is firmly closed before you leave.
10. **MAINTENANCE MATTERS:** If there are matters that need the emergency attention of a maintenance person, please contact the Caretaker (Gil) at 604.928.4440. If the matter is not of an emergency nature, please send an email to info@keatscamps.com
11. **ANIMALS:** Unfortunately, **pets are not allowed** in any buildings on the property. There are many with pet allergies and have acute reactions to dog or cat hair or dandruff.
12. **SMOKING:** Smoking is not allowed in the cottage. Please do not leave cigarette butts in or around the cottage.