



YMCA Elphinstone Event and Retreat Centre

Group Information Guide 2021



Celebrate • Explore • Recharge • Connect

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Welcome to YMCA Elphinstone

From corporate events and family reunions to specialized team building experiences and health and wellness retreats, let our 144 acres of oceanfront property provide your group with a unique opportunity to come together and experience wonderful moments, regardless of your event.

Private functions and event rentals are available from September to June and offer comfortable accommodation, on-site catering and an environment that encourages reflection and active team building. Ditch the traffic and noise of the city and dive into the lush nature of YMCA Elphinstone for your next event or retreat.



Highlights

- An all-inclusive camp and retreat centre located in Gibsons, B.C. at the shores of Howe Sound on the beautiful Sunshine Coast
- YMCA Elphinstone offers day and overnight experiences.
- Located 2 km from the Langdale Ferry Terminal and a 40-minute ferry ride from West Vancouver, YMCA Elphinstone makes you feel like you're miles away without being far from home.
- 144 acres of oceanfront property and lush temperate rainforest.
- On-site catering serving camp favourites and gourmet banquet meals.
- Accommodation for up to 472 guests including 5 lodges, hosting indoor fireplaces and heated bathroom floors, as well as 26 classic camp cabins.
- 5 halls with capacities from 50-300 people.
- 2 large outdoor seating areas for up to 300 people.
- Outdoor and adventure-based programming to add value and fun to your retreat, function, conference or special event.



Accommodations

Our facilities accommodate up to 472 guests, often with multiple groups on-site. All accommodations have bunk beds with comfortable foam mattresses, heat, lights and electricity. Guests must provide their own sleeping bag/bedding and towels. To ensure a bed bug-free facility, all bedding and luggage (with some exceptions) must be processed through our heat room.



Lodges boast a cozy seating area with fireplace, 8 bedrooms with lockers, 4 private washrooms with showers, including accessible washrooms and showers, with a total capacity of 32 guests per lodge.



Hemlock cabins have a high ceiling with a classic cabin feel, housing 12 guests, 10 in the main room and 2 in an alcove, with a central washroom facility nearby.



Forest cabins are our most rustic accommodation, nestled in our lush rainforest, housing 12 guests with a central washroom facility nearby.

Group Bookings & Meetings

- YMCA Elphinstone's facilities can be rented by groups for day or overnight experiences.
- Exclusive site use available, which ensures your group is the only one on site.
- 5 halls with 7 rooms in total, including Exploration Hall with catering facilities, HD-ceiling mounted projector and sound system.
- Wi-Fi available in the Dining Hall, Exploration Hall, Mackenzie Hall and the Lodges.
- Phones are accessible 24 hours a day.
- YMCA Elphinstone is proud to offer an electronics-free experience upon the group's request.
- Flip charts and whiteboards available on request. Projector and screen available for rent.

Exploration Hall



A state-of-the-art building, featuring a stage, fireplace, attached catering facilities, 110" HD projection screen, and audio system with two wireless microphones. Includes a covered patio for outdoor dining, reception, or barbecue. Capacity of 120 standing or 80 seated guests.

Upper Mackenzie Hall



Large room with lots of natural light and accessible washrooms. Capacity of 80 guests.

Lower Mackenzie Hall



Ground floor space with washrooms, located near the lodges for added convenience. Capacity of 50 guests.

Mark Hume Leadership Centre



Gorgeous oceanfront building with intimate meeting space on upper floor and an accessible washroom. Enjoy views of Howe Sound from the covered porch. Capacity of 50 guests.

Dining Hall



Large, uniquely shaped hall with amazing views of the ocean. Kitchen facilities connected. Capacity of 250 seated guests.

Rec Hall



Our largest building with a wood-burning fireplace, wrap-around deck, and full of rustic charm. Third-party rental required for tables and chairs. Capacity of 300 guests.

Chapel and All Camp



Bring over 300 people together in the warm trees of Chapel Grove or our ocean-front campfire setting.





Our Staff

Led by the Outdoor Education Director, the YMCA Elphinstone staff team is made up of dedicated individuals, all of whom are passionate about outdoor recreation. All YMCA program staff maintain minimum qualifications of Standard First Aid with CPR-C and Bronze Cross and are trained on topics such as wildlife safety and healthy child development. Waterfront staff are certified National Lifeguards and our climbing instructors are trained to meet ACCT standards. Not only are our staff members selected for their qualifications, but also for their enthusiasm, experience in all camp-related programs and commitment to the values of the YMCA.

YMCA staff are on duty from breakfast to evening snack and coordinate daily meal procedures. Each group is assigned a YMCA staff host who is dedicated to ensuring your group's needs are met.

Activities

- Enjoy water and land-based activities, evening games and cozy campfires.
- Explore Howe Sound with kayaking, canoeing, voyageur canoeing, paddle boarding and swimming.
- Build your team and test your limits with high and low ropes, rock climbing, archery, team building initiatives and ice breakers.
- Test your survival skills and build your environmental awareness with fire and shelter building, orienteering, nature hikes, forest studies or marine beach studies.
- Games to make you feel like a kid again including capture the flag, cardio Pictionary, gaga ball, court and field games or end the day with a shoreline campfire.

***Must be instructed by YMCA staff at a ratio of 1 YMCA staff to every 15 participants.**

****A ratio of 1 YMCA staff to every 8 participants required. Please see Acknowledge of Risk document.**

TEAM BUILDING	Ages/Grades	Season
Canoeing:* Learn basic canoe skills through practice and games in Howe Sound.	All ages	Spring and Fall
Voyageur Canoeing:* Learn basics skills in a 10 to 16-person canoe and apply learning through practice and games in Howe Sound.	All ages	Spring and Fall
Team Building: Participants focus on conflict resolution, communication, decision-making, and problem solving through cooperative activities that build confidence, teamwork and trust.	All ages	All seasons
Low Ropes:* Focusing on cooperation, communication, leadership and trust, participants must problem-solve a number of group challenges to reach a common goal.	All ages	All seasons
Rock Climbing:** Our multi-side climbing tower provides participants with the opportunity to step outside of their comfort zones with the support of their group on the ground.	9 and up	Spring and Fall
Dangle-A-Maze:** A multi-person high ropes element that requires teamwork, strategy and trust to climb.	9 and up	Spring and Fall

ENVIRONMENT	Ages/Grades	Season
Marine Beach Study:* Focused on marine wildlife of the Sunshine Coast, explore living creatures on camp's shoreline through sensory and interactive games.	All ages	All seasons
Nature Hike: Enjoy an active and interpretive hike to "Big Tree", the largest tree on the Sunshine Coast.	All ages	All seasons
Forest Study:* Focusing on sensory awareness and exploration, participants experience forest ecology through active nature connection games and challenges.	All ages	All seasons

INDEPENDENCE	Ages/Grades	Season
Kayaking:* In beginner ocean kayaks, participants learn the skills necessary to safely enter, exit and manoeuvre their boat and apply learning through practice and games in Howe Sound.	9 and up	May, June and Sept.
Archery:* Focusing on skill development and personal accomplishment, participants learn proper technique and handling of equipment through instruction, practice and games.	All ages	All seasons
Vertical Playground:* A new addition to the challenge course, the vertical playground is a unique climbing element that requires the climber to navigate through a series of vertical obstacles.	9 and up	Spring and Fall
Traversing High Ropes:** Reach personal goals and support teammates in a traversing obstacle 45 feet in the air.	9 and up	Spring and Fall
Aerial Trust Dive:** Participants can take on the personal challenge of climbing up to a small platform 45 feet in the air and, with a belay team on the ground, jump out to hit a dangling buoy before being slowly lowered to the ground.	13 and up	Spring and Fall
Paddle Boarding:** Develop balance, control and strength while learning the fundamentals of this fast growing sport.	13 and up	Late Spring & Early Fall

SURVIVAL SKILLS	Ages/Grades	Season
Fire Building:* After basic instruction of the elements of fire, participants build and light a small campfire designed for different survival situations using "No Trace" practices.	All ages	All seasons
Shelter Building:* Participants learn to create a rain and wind-proof shelter.	All ages	All seasons
Orienteering:* After learning the features of a compass and how to properly use one, participants test their skills by setting and following a bearing to navigate an orienteering course.	All ages	All seasons
Knot Tying:* After learning a series of useful knots, participants play a survival game to test their new skills.	All ages	All seasons



Group Games, Free Time Activities & Evening Programs

GROUP GAMES
Capture the Flag: two of more groups compete in an attempt to capture the other team's flag.
Cardio Pictionary: teams compete in a series of picture puzzles while racing each other to find the next round.
Gold Rush: groups rush to steal the opposition's gold and finish with the biggest pile.
Icebreakers: active and exciting games to help participants become comfortable with one another.
Pack Rats: bring the host a requested object to get a point. Bonus points for creativity and sportsmanship.
Predator vs. Prey: participants experience the interdependence of animals through role play.
Super Scavination: a scavenger hunt that combines touring camp, meeting YMCA staff and learning camp trivia.

FREE TIME
Courts: beach volleyball court, four tetherball courts, basketball courts and all equipment provided.
Field: with a huge grass field and shed full of sports equipment, field games get participants moving and active.
Swimming: * participants can play in the "crib", a swimming area created by four docks. (Lifejackets required and supplied, only offered in June and September).
Gaga Ball: kids of all ages learn strategy and hand-eye coordination in this fast-paced, competitive camp favourite.

EVENING PROGRAMS
Campfire: sing songs, learn some skits and come together at the end of the day. A must-have for any trip!
Apples to Apples: a group game based on the classic card game, teams score points for creativity and humour.
Iron Chef: work in groups to impress a panel of judges on your culinary creations made with secret ingredients.
Initiative Challenge: activities like an egg drop provide opportunity for teamwork, creativity and a lot of fun.
Skit in a Bag: participants are divided into groups and challenged to create a skit using all the items in the bag.
Stop the Bus: like Scategories with a twist. Competing in teams, provide the best answer for each category.





Group Guidelines & Expectations

- Groups are responsible for their guests' safety, behaviour, and well-being while visiting YMCA Elphinstone.
- If your group includes children, parents or adult chaperones must provide 24-hour supervision of children.
- Guests are not permitted on the waterfront without a YMCA lifeguard present. The waterfront is closed from dusk to dawn.
- Pets are not permitted on site, with the exception of service animals.
- YMCA Elphinstone is a non-smoking facility. For certain events, a designated outdoor smoking area can be set up. Any cigarette butt found outside of the designated smoking area will result in a minimum \$200 damage fee.
- To serve alcohol, the rental group must have site exclusivity and a posted special occasion permit and certified bartender are required. The rental group and bartender assume responsibility for supervising and limiting excessive consumption, obnoxious behaviour, impaired driving, or other activities that may result in accident or injury.
- Any damage to the facility or equipment will be charged to the rental group.

Meals

YMCA Elphinstone serves nutritious family or buffet-style meals. Breakfast includes a cereal and fruit bar, while lunch and dinner include an endless salad bar. An evening snack is served daily. We proudly prepare food for most dietary needs, restrictions, and allergies. There is no additional charge for these meals provided they are the exception and the requested forms have been submitted.

For special events, groups may upgrade to our banquet menu. Contact us for more information about our menus, barbecue and appetizer options, and meal upgrades. Coffee, tea, water, and fruit are always available in our dining hall.

Alcohol service may be permitted with site exclusivity and is the responsibility of the rental group. All meals are served in the Dining Hall or can be served in Exploration Hall on request.

Transportation

BC Ferries is the primary connector to the Sunshine Coast. The Langdale Ferry Terminal is less than 2 km away from camp. YMCA Elphinstone offers a shuttle service or a complimentary guided walk to and from the Langdale Ferry Terminal for guests walking on the ferry. BC Ferries offers a complimentary luggage service for groups to reserve a private dolly for their luggage while on the ferry.

Our private deep water dock can welcome guests arriving by water taxi or private boat during daylight hours (please note that a YMCA lifeguard must be present at all times while guests are on the dock). Contact us for more information. Overnight parking is available on site in our 2 upper parking lots.

Heat Room & Packing

To ensure a bed bug-free facility, all bags and belongings must pass through a heat treatment process upon arrival to eliminate the concern of bed bugs spreading to our facilities or to your homes. Do not bring food or drinks (except water), pets, valuables, money, electronics, knives/pocket tools or other weapons. For more information, see our “Heat Room Preparation” and “What to Pack” letters.

Heath Care & First Aid

Groups are responsible for overseeing any first aid given to their participants and must have a designated emergency vehicle on site in case of an emergency. YMCA staff are trained in Standard First Aid with CPR-C as a minimum and are available to provide assistance if required in the event of an emergency. The Sunshine Coast ambulance service has an average ten-minute response time. Medical care is available at the Gibsons Medical Clinic (10-minute drive) or Sechelt Hospital (25-minute drive).

Fees

Accommodation fees are per participant and include all standard meals, snacks and YMCA hosts. Pending availability, YMCA Elphinstone can be booked exclusively (free for groups of 250 guests or more). This includes the use of the site and halls, but not accommodation fees, day guest fees, or programming. Contact us to discuss what you're looking for in your event, and we are happy to provide you with a rental estimate.

High Season Rates:

Accommodation & Standard Meals High Season: May 1st to June 30th; September 1st to October 31st				
Accommodation Type	2 days, 1 night (per person)	3 days, 2 nights (per person)	4 days, 3 nights (per person)	5 days, 4 nights (per person)
Lodges	\$142	\$213	\$284	\$355
Hemlock Cabins	\$120	\$180	\$240	\$300
Forest Cabins	\$106	\$159	\$212	\$265

Low Season Rates:

Accommodation & Standard Meals Low Season: November 1st to April 30				
Accommodation Type	2 days, 1 night (per person)	3 days, 2 nights (per person)	4 days, 3 nights (per person)	5 days, 4 nights (per person)
Lodges	\$127	\$191	\$254	\$318
Hemlock Cabins	\$108	\$162	\$216	\$270
Forest Cabins	\$100	\$150	\$200	\$250

Type	Details	Fee
Program Staff: per leader and safety ratio		
Half Day Staffing	Up to 5 hours	\$140
Full Day Staffing	Up to 10 hours	\$230
Overnight Staffing	Per person, per night	\$70

Day Use Fees		
Site Use Only	Per person	\$30
Site Use & Lunch	Per person	\$38
Site Use & YMCA Programming	Per person	\$38
Site Use, Lunch & YMCA Programming	Per person	\$44

Transportation		
Luggage Service	Per service	\$150
Shuttle Service	Per 24 guests	\$100
Walking School Bus	YMCA staff walk with you to/from ferry	Free

Hall Rental (Half Day: up to 5 hours; Full Day: over 5 hours)		
Exploration Hall	Half Day	\$330
	Full Day	\$600
Upper Mackenzie Hall	Half Day	\$200
	Full Day	\$325
Lower Mackenzie Hall	Half Day	\$200
	Full Day	\$325
Dining Hall	Half Day	\$305
	Full Day	\$550
Rec Hall	Half Day	\$250
	Full Day	\$440
Mark Hume Leadership Centre	Half Day	\$170
	Full Day	\$310

Exclusive Site Use		
Weekend Hall Buy-Out (Excluding Exploration Hall)	6:00 p.m. Friday to 2:00 p.m. Sunday	\$2,500
Weekend Hall Buy-Out (Including Exploration Hall)	6:00 p.m. Friday to 2:00 p.m. Sunday	\$3,500
Daily	Until midnight	\$2,500
Weekend	6:00 p.m. Friday to 2:00 p.m. Sunday	\$5,000

Site Exclusivity and Hall Buy-Out

To best serve our groups' needs, we offer two different types of site reservations for large groups: hall buy-outs and site exclusivity. A Hall Buy-Out provides you with access to all halls and indoor spaces for the duration of the weekend, and is more cost-effective than renting out each individual space. Site exclusivity provides you with access to all halls and indoor spaces, and books out the full site, guaranteeing there will not be any other rental groups on site and alcohol can be served. Site exclusivity or hall buy-out fees are waived for groups of 250 or more.

Wedding Ceremonies and Receptions



Jennifer Picard Wedding Photography

YMCA Elphinstone offers a memorable setting for both wedding ceremonies and receptions. When booking your special day here, you'll have exclusive use of the facilities for the length of your event.

Our venue boasts a dedicated team of professionals that aims to create an experience that is as free of stress as possible. We know that getting married is an important occasion, and we work carefully with couples to craft celebrations that accurately reflect their one-of-a-kind love.

Please contact us for more information.

Payment

A deposit of 25% of your final estimate (or \$1,000, whichever is greater) is due within 30 days of receiving your Rental Agreement to confirm your booking and save your spot in the calendar. A second deposit of an additional 25% of your final estimate (or \$1,000, whichever is greater) is due 90 days prior to your arrival at camp. If you book within 15 and 90 days prior to your arrival, the first and second deposit will need to be paid in full at the time of booking. Final payment for the remaining balance is due 14 days prior to your arrival. Payments can be made over the phone by credit card or by cheque to YMCA Camp Elphinstone.

Any damage to the facilities and/or equipment at YMCA Elphinstone will result in a minimum fee of \$200. Fees will be charged directly to your group and must be paid within 14 days of departure. A full site inspection is completed before and after your visit.

Cancellation Policy

Both deposits are non-refundable. Should you cancel less than 90 days prior to your booking, you shall pay 90% of your estimated final invoice within 14 days of cancellation. If you cancel and we book another group for your intended dates, you shall be refunded the amount you have paid, less the first and second deposit. All cancellations must be done in writing.

Booking Procedure

STEP ONE

Please contact us to inquire about availability and to get a *Booking Request Form (Form A)*.

STEP TWO

A Rental Agreement package will be sent to your group after receiving the Booking Request. To confirm, sign and return *Form B: Guidelines and Expectations* and *Form C: Rental Estimate and First Deposit Invoice* with payment within 30 days.

STEP THREE

Form D: Second Deposit Invoice is due 90 days prior to arrival.

STEP FOUR

Form E: Booking Confirmation, including the final confirmation of your group size, is required 30 days prior to arrival. If numbers decrease after this point, we will reduce your total participant number by up to 5% of the final number reported 30 days prior. An increase in group size is subject to staff and accommodation availability and the associated fees. If your group size has changed, let us know immediately.

Accessibility at Camp:

The YMCA welcomes people of all abilities to our facilities and programs. Camp Elphinstone has accessible equipment and offers program adaptations for any guests with physical and developmental disabilities to ensure each guest is included and integrated into the Camp Elphinstone experience. If any of your guests require the use of accessible equipment, program adaptations, or who be bringing any mobility devices, please contact the Outdoor Education Director to discuss and plan any accommodations that are needed.

Inclusion at Camp:

Recognizing that prejudice, discrimination, and stereotyping are prevalent through society, we are dedicated to the creation of a safe, secure space for those seeking services with us. It is the policy of YMCA Camp Elphinstone to maintain and promote a facility and community that provides the highest quality of services to our guests regardless of their actual or perceived gender identity or sexual orientation. Please don't hesitate to contact the Outdoor Education Director to discuss the commitments to inclusion made by YMCA Camp Elphinstone and how we can best welcome and support your guests.

Location:

YMCA Elphinstone Event and Retreat Centre
1760 YMCA Road
Gibsons, B.C. V0N 1V6
Email: elphinstone@gv.ymca.ca
Website: ymcaelphinstone.ca

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