

GREEN ACRE PARK

R V P A R K

580 Beaver Creek Road, Waterloo, ON N2J 3Z4
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NEW CUSTOMER BRIEF

Congratulations on choosing Green Acre Park for the seasonal use of your trailer. The entire park is operational from May 1 to October 31, with a select number of sites functional from March 1 to December 31. The entire park closes during the months of January and February.

- Bruce Martin; the owner of the park, looks after all seasonal issues regarding the use, rules and service to your trailer. Contact Bruce within one month of using the site/trailer for a site orientation. This will introduce you to the site boundaries, external water and hydro sources and so on.
- Joy Chisholm is responsible for invoicing and receiving paperwork for park admission (i.e., the campsite contract that is to be signed and returned). In a trailer for sale transaction, Joy will be the one to settle all accounts such as hydro, site fees, gate cards etc., prior to closing.
- Steve Roth is the contact person for our winterizing and opening services for your trailer. Steve will perform a onetime (no charge) "walk thru" where the winterizing and opening procedures are explained.

STEPS:

- 1) Contact Bruce for acceptance and orientation to the park
- 2) Contact Joy for invoicing and submitting the signed campsite contract. In sale of trailer transactions, Joy ensures past accounts have been settled.

BILLING:

- You will receive one invoice for the season in the Fall when your departure/return times have been submitted.
 - Post dated cheques are required or there is an online payee form of banking available through TD, RBC, Scotia bank, BMO and CIBC.
 - Hydro invoices are issued every 3 months (June 9, Sept 9, Dec 9) and are due 30 days from invoice date.
 - MPAC taxes are due on May 1st of each year, if applicable.
 - Make your cheques payable to Green Acre Park. Please put your cheque and any other correspondence in the BRASS mailbox located on the outside wall of the office. If you pay your site rental in cash, please give it to us in person and be sure that your receipt is signed. Do not put cash in the BRASS mailbox.
 - A weekly newsletter is emailed to reduce paperwork.
- 3) Ensure that insurance has been placed on the trailer. Information about fire halls for insurance:
 - Northfield Drive at Highway 85 (approx. 5 km away)
 - Columbia street at Fischer Hallman (approx. 4 km away)
 - Note: there are no fire hydrants within the park, nearest is 500 ft off park property
- Customers are responsible for their **site maintenance** i.e. Lawn cutting, flowers, shrubs. We offer lawn mowers for rent as well as a complete lawn care program. Please see office for details.
 - **Security gates** are in operation from May to October. No park access is available without a card after office hours. Personal gate cards can be received from the office, there is a \$25 + HST replacement fee for lost or damaged cards. For visitors, a visitor card can be purchased for \$50 + HST annually. There is absolutely no vehicle access during park closure of Jan. 1 - March 1
 - For **propane** tanks of 100 lbs or less, the park can supply your propane needs. Larger tanks should have an account set up with a local propane supplier.
 - There is no mail delivery available to the park.
 - Television service is provided through satellite suppliers (ie. Bell ExpressVu). No cable TV avail.
 - Wifi is available through Waterloo Wireless. You can set this up by calling (519) 804-1529 or emailing www.waterloowireless.com. They are the sole providers for the park. Flexible packages are available to suit your needs.