



January 14, 2008

Arctic Winter Games 2008 Host Society
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Yellowknife, NT X1A 1N5
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www.awg2008.ca

Dear Potential Hosts:

We appreciate your interest in the Homestay Program for the 2008 Arctic Winter Games. The 2008 Arctic Winter Games is an exciting event for Yellowknife and the Northwest Territories and we hope it will be a rewarding experience for you as well as your Guests. This is a chance to meet Canadian and international visitors and show off our NWT pride and hospitality.

In this document, you will find:

1. Disclaimer and Volunteer Sign-Up
2. Homestay Program Maximum Rates
3. Application forms
4. Accommodation Information
5. Host Advice and Suggestions
6. Frequently asked Q's and A's

Please review, complete and return the registration form to the Host Society Office by **February 8, 2008**. Please note that our program is for **referral purposes only**. Once we have matched you with a Guest, they will contact you to make the necessary arrangements including financial agreements.

In the meantime, if you have any questions please feel free to contact our office at **867-765-2947** at your convenience. We would be pleased to assist you. Thank you for your interest in the Homestay Program.

We look forward to working with you.

Dana Sipos Randor
Administrative Assistant
2008 Arctic Winter Games

A Celebration of Sport and Culture
March 9th - 15th, 2008

Homestay Program ~ Disclaimer

This program disclaimer applies to all participants in the 2008 Arctic Winter Games Homestay Program including Homestay Hosts, Homestay Guests, and affiliates.

I/We have read and understood the conditions and guidelines outlined in the Yellowknife (2008) Arctic Winter Games Society Homestay Program Information Booklet.

I/We understand that the Yellowknife (2008) Arctic Winter Games Host Society and the City of Yellowknife, including all services, executives, employees and websites are acting as independent agents who are not guaranteeing the quality of the relationship between the Homestay Guest and the Homestay Host, or between the Homestay Guest and the Yellowknife (2008) Arctic Winter Games Host Society, or other relationships.

I/We understand and assume any and all risks related to my participation in this program, and I/We agree to release and hold the Yellowknife (2008) Arctic Winter Games Host Society and the City of Yellowknife harmless and each of their respective employees, agents, and representatives from any and all liability of claims should any injury, loss, or damage occur during this homestay or any other service offered.

I/We understand that if I/we participate in the Homestay Program that I/we will purchase my own insurance whether medical, emergency, liability, damage, home, vehicle and/or any other types of insurance which may be necessary, should any claims, damages or penalties arise. I will contact my insurance broker, travel agent, or insurance provider for more details.

I/We understand that the Yellowknife (2008) Arctic Winter Games Host Society and the City of Yellowknife do not assume any responsibility for any injuries, losses, damages, problems or accidents that might occur during a Homestay Program. I/We further understand that any actions that take place among the Homestay Host and Homestay Guest are not sanctioned by the Yellowknife (2008) Arctic Winter Games Host Society or the City of Yellowknife nor do I hold either the Yellowknife (2008) Arctic Winter Games Host Society or the City of Yellowknife responsible for any reason.

I/We acknowledge that I/We,

- i) have read and fully understand the content of this Program Disclaimer;
- ii) am of the full age of nineteen (19) years;
- iii) am the owner of the premises described in the Homestay Program application;
- iv) have had the opportunity to consult with my attorney, at my discretion; and
- v) am fully aware of the legal consequences of signing this Program Disclaimer.

Dated the _____ day of _____, 2008 in the City of Yellowknife in the Northwest Territories.

Name: _____

Name: _____

Signature: _____

Signature: _____

Witness Name: _____

Witness Name: _____

Witness Signature: _____

Witness Signature: _____

Volunteer Sign-Up

Please refer to our website at www.awg2008.ca to sign up as a volunteer for the Games by **February 8, 2008** as the final step of your host application process. Under the committees' option, please sign up under "Accommodations" and "Guest Services."

In order to be considered a Host for the 2008 Arctic Winter Games Homestay Program, you are required to complete a criminal records check which is automatically processed when you sign up as a volunteer.

**2008 ARCTIC WINTER GAMES
Homestay Program
Maximum Rental Rates**

We have set maximum rates that are to be charged for the Homestay Program as follows:

Home Rental maximum rates:

Homestay Room Rental maximum rates:

- \$50/ single per night and \$15 extra person per night in the same room.

Homestay Home Rental maximum rates:

- 5-6 bedroom house - \$1,250/ week
- 4 bedroom house - \$1,000/ week
- 2-3 bedroom house - \$800/ week

Please note: no meals are required to be served. If you request meals, you may organize an arrangement with your Host and they will set the extra fee.

Please return your completed application form to the 2008 Arctic Winter Games Office no later than **February 8, 2008** to ensure that you will be matched with an appropriate Host.

Thank you again for your interest in the 2008 Arctic Winter Games Homestay Program. Should you have any questions, please do not hesitate to contact our office.

Sincerely,
Dana Sipos Randor
Administrative Assistant
2008 Arctic Winter Games

**2008 ARCTIC WINTER GAMES
Homestay Program
Application Form**

Please note: Information provided on this application will be confidential and used for the sole purpose of the 2008 Arctic Winter Games Homestay Program.

Please check one:

Room Rental ()

Home Rental – Complete home ()

Complimentary Billet – preference given to Games Volunteers ()

Name: (One family name only)

Mailing Address: _____

Postal Code: _____

Physical Address:

Phone Number(s) Home: _____ Work: _____ Cell: _____

Email Address: _____

Suggested number of guests preferred: _____

Number of Guest Rooms: _____

Please specify Bed Size in each room: (i.e. single, double, queen, etc.)

Guest Room #1 _____ #2 _____ #3 _____ #4 _____ #5

_____ #6 _____

Number of Guest Bathrooms: Private _____ Shared _____

**2008 ARCTIC WINTER GAMES
Homestay Program
Accommodation Information**

Please check the dates that your home will be available. Please fill in each blank.

	Friday, March 7	Saturday, March 8
Sunday, March 9	Monday, March 10	Tuesday, March 11
Wed. March 12	Thursday, March 13	Friday, March 14
Saturday, March 15	Sunday, March 16	

Do you speak French? YES () NO () Other? Please Specify: _____	Will you accommodate children? YES () NO ()
Do you have pets? YES () NO () If so, what kind? _____	Will you allow pets in your home? YES () NO ()
Are there smokers in your home? YES () NO ()	Will you allow smokers in your home? YES () NO ()
Do you have wheelchair accessibility? YES () NO ()	Do you have guest parking? YES () NO ()

Additional Information

**2008 ARCTIC WINTER GAMES
Homestay Program
Advice for Hosts**

Thank you for choosing to participate in the 2008 Arctic Winter Games Homestay Program. We have included below a list of suggestions for questions and routines you may wish to bring up with your potential Homestay Guests.

Keys	Ensure that you have keys to provide your Guest
Alarm System	Determine with your Guest if it is necessary for them to have the alarm code and, if so, the emergency contact information in case of failure.
Parking	Discuss with your Guest if parking is available in your driveway or on the street if they have their own vehicle.
Transportation	You are not required to provide transportation but if you are on a bus route you may wish to include that information in your initial conversation.
Meals	You are not at all obliged to provide any meals. Please make this clear to your Guests. If you wish to provide meals, please discuss prices and times before hand.
Curfews	Do you have expectations about times in and out? Determine ahead of time.
Phones/Computer	Do you have a policy regarding the use of the phone/computer? Do you want them to use phone cards? → It may be possible to contact NorthwesTel and request that a toll restriction be put on your phone to ensure that any long distance calls are put on a calling card or are collect. (Installation is free and can be applied within a day. Removal of the restriction is \$10)
Toiletries	Do you provide towels and soap? If not, advise your Guests to bring their own.

Bathrooms	If you are on limited water – let your Guests know so there won't be any surprises.
Laundry	Are there laundry facilities in your home? If so, do they bring their own soap? If not, advise your Guests of the closest Laundromat
Personal Items	It is recommended that personal items in the closet be either removed or pushed to one side and closet space and hangers should be made available for each Guest.
Valuable Items	Lock or remove valuable items from the home.
Payment	Determine method of payment with your Guest~ cash/check?

****Please note:** These are suggestions offered as guidelines to ensure the comfort of both you and your Guest for the duration of the 2008 Arctic Winter Games Homestay Program. It is ultimately up to you to establish the arrangements with your Guest.

2008 ARCTIC WINTER GAMES
Homestay Program
Frequently Asked Q's and A's

Q: *Who could possibly be staying in my home?*

A: Ninety per cent of Guests are parents of athletes or other Canada Games stakeholders and it is expected they will spend most of their time away from your home. It is a great opportunity for you to meet people from across Canada.

Q: *How are Guests matched with my home?*

A: The Host Society does our best to match you with an appropriate Guest by means of the information you provide us on the application form. For example, if you want a non-smoking Guest, with no children, we will look for guests with those attributes.

Q: *Do I have to provide a meal service for my Guests?*

A: No, lodging is all that is required. However, if requested by your Guest, you may wish to consider the provision of meals for an extra fee to be set by you. Other services, such as snacks and transportation, are not required but you may wish to provide them.

Q: *Does the Host Society compensate for loss or theft by a guest in my home?*

A: No. That would be the responsibility of the Host.

Q: *With whom are the financial arrangements made?*

A: It will be the responsibility of the Host and the Guest to make arrangements between themselves as to how they want to arrange payment. The Host Society is only the liaison between the Host and the Guest.

Q: *I am interested in hosting people from across Canada, yet I don't want any money from hosting them. Do I have to charge my Guests?*

A: If you want to host people simply as a gesture of hospitality, you don't have to charge people for staying with you. The same application process still applies, however. Just check the Complimentary Billet line on the application form.

